



# **Accounts Payable**

## **Training Guide**

Version 4.0

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# About This Training Guide

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## TRAINING GUIDE DESCRIPTION

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This Accounts Payable training guide is designed for users that process payment request transaction documents in AFIS. Instruction includes hands-on activities covering the creation, validation, approval, and viewing steps for accounts payable documents.

## TRAINING GUIDE OBJECTIVES

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In this training guide, you will:

- Create encumbrance documents
- Create payment request documents
- Create disbursement documents
- Research encumbrance, payment request, and disbursement documents
- Modify and cancel payment request and disbursement documents
- Review additional Accounts Payable processes

# 1. Overview of Payment Processing

## Learning Objectives

In this lesson, you will:

- Review the Accounts Payable process
- Identify the Accounts Payable event types
- Review the use of Accounting Templates and Functions

## Lesson Overview

The purpose of Accounts Payable (AP) is to record and disburse payment for purchases of goods or services. Accounts Payable is usually the last step in the purchasing chain of events and includes processing the following:

- Payments
- Disbursements
- Disbursement Reconciliation
- Warrant Cancellation

Payments made for the purchase of goods can be recorded using purchase order documents that are entered in Procure AZ. Payments that do not need to purchase orders can be processed using otherwise known as Accounting-Based (ABS), documents. In this lesson, the procurement and payment processes are examined, the document event types are identified, and the use of accounting templates and functions for data entry simplification is reviewed.

## 1.1. Accounts Payable Flow Charts

The Accounts Payable process involves several applications that transmit information between them, including ProcureAZ and AFIS. There are several types of documents that can be used to record information at the various stages of the Accounts Payable process.

### Applications



## Documents



## 1.2. Accounts Payable Event Types

Event types are specified on the accounting line to signify which posting codes will be referenced, as well as to apply the rules for data entry for referenced transactions, customer codes, vendor codes, and all defined Chart of Accounts elements in the system.

All documents have allowable event types and a default event type defined. Users can change the event type using the Pick List. Selecting an invalid event type will result in an error message during validation.

Table 1 below lists the Accounts Payable documents along with the allowable event types and the event type description.

**Table 1: Event Types by Document Code**

Document Code	Document Description	Event Type	Description
RQPZ1	Requisition Commodity Based – ProcureAZ	PR02	External Vendor (Default)
PO	Purchase Order Commodity Based	PR05	External Vendor (Default)
POPZ1	Purchased Order Commodity Based – ProcureAZ	PR05	External Vendor (Default)
PRCPZ1	Payment Request – Procure AZ	AP01 APZ1 APZ2 APZ3 APZ4	Authorize Normal Payment Accrued Expense not set to reimbursement Internal Transfer for Use Tax Misc. items Freight
GAE	General Accounting Encumbrance	PR05	External Vendor (Default)
GAETRI	Purchase Order – Real Estate	PR05	External Vendor (Default)
GAERM	Purchase Order – Risk Management	PR05	External Vendor (Default)
GAX	General Accounting Expenditure –	AP02	Intercept Request Maintenance

Document Code	Document Description	Event Type	Description
GAXTRI	Payment Request – Real Estate	AP01 APZ1	Authorized Normal Payment Accrued Expense not set to reimbursement
GAXCM	Payment Request – Credit Memo	AP01 APZ1	Authorized Normal Payment Accrued Expense not set to reimbursement
GAXB1	Payment Request – Balance Sheet	AP07 AP08 AP09 AP16 AP17 AP18	Authorize Prepayment Refund Authorize Unreserved Credit Balance Refund Authorize Reserved Credit Balance Refund Equity Payout Authorization Liability Payout Authorization Asset Payout Authorization
GAXR1	Payment Request-Revenue Refund	AP08	Revenue Refund—Authorize Unreserved Credit Balance Refund
		AP10	External Collected Revenue Refund

### 1.3. Accounting Templates and Function Inference

Accounting templates and function inference allow users to save frequently used accounting data for use in future documents. Accounting templates (used more frequently in P-Card Processing) use a soft inference to fill in values only for fields on the Fund Accounting and Detail Accounting tabs that are blank. Manually entered values will not be overwritten by an accounting template. By comparison, functions use a hard inference to fill in all values defined by the function regardless of any existing values contained in the fields. Manually entered values will be overwritten by those inferred by a function. Fields such as Object, will not be overwritten by the function if the field is not populated on the Function Inference (FUNCINF) table.

Accounting templates and function inference speed up the data entry process and help to reduce input errors when creating documents. The available accounting templates and function inferences are based on department. New accounting templates can be created by accessing the Accounting Template (ACTPL) reference table. Functions are stored in the Function (FUNC) reference table and the Function Inference table (FUNCINF).

## 2. Creating Accounts Payable Documents

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### Learning Objectives

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In this lesson, you will:

- Review the General Accounting Encumbrance document
- Identify the General Accounting Encumbrance document components
- Review the data entry requirements of a General Accounting Encumbrance document
- Create a General Accounting Encumbrance document
- Modify and cancel General Accounting Encumbrance documents
- Search for General Accounting Encumbrance documents using the Accounting Journal

### 2.1. General Accounting Encumbrance Document

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A General Accounting Encumbrance (GAE) document is used to encumber funds for non-Purchase Order based expenditures, such as utilities or travel.

Most encumbrance documents are created from within ProcureAZ and interfaced to AFIS as a Purchase Order (POPZ1) document, instead of a GAE document.

There are two event types used on the General Accounting Encumbrance:

- PR02 - Request from External Vendor
- PR05 – Order from External Vendor (default)

Once the GAE document has been processed, it can be used to copy forward to a General Accounting Expense (GAX) document for disbursement.



## 2.2. General Accounting Encumbrance Document Components

A General Accounting Encumbrance (GAE) document has four components, also referred to as sections, which contain all of the information necessary to process the transaction.

### Header

The Header component is used to record information that pertains to the rest of the document, such as a name and description.

**Header**

General Information | Contract Details | Extended Description | Contact | Document Information

Document Name:

Record Date: 11/01/2014

Budget FY: 2015

Fiscal Year: 2015

Period: 5

Document Description: STUDENT 1

Billing Location:

Shipping Location:

Delivery Date:

Cited Authority:

Escrow ID:

Actual Amount: \$800.00

Closed Amount: \$0.00

Closed Date:

Open Amount: \$800.00

Open Accrual Amount: \$0.00

Referenced Amount: \$0.00

Vendor	Total Lines: 1	Vendor Line: 1	Vendor Customer: APPLE INC.	Legal Name: Apple Inc.
Accounting	Total Lines: 1	Accounting Line: 1	Line Amount: \$800.00	Line Open Amount: \$800.00
Posting	Total Lines: 1	Posting Line: 1		

Edit Copy Copy Forward Discard Print Processing Workflow File Close

### Vendor

The Vendor component is used to record information on the vendor. A vendor is always required on a GAE.

**Vendor**

Total Lines: 1 Vendor Line: 1 Vendor Customer: APPLE INC. Legal Name: Apple Inc.

Vendor Line	Vendor Customer	Legal Name	Line Amount
1	APPLE INC.	Apple Inc.	\$800.00

From 1 to 1 Total: 1

First Previous Next Last Go to line:  Go

**General Information**

Vendor Customer: APPLE INC.

Legal Name: Apple Inc.

Alias/DBA:

Address Code: AD001

Address Line 1: 1 Infinite Loop

Address Line 2:

City: Cupertino

State: California

Vendor Contact ID: ROBERT SMITH

Vendor Contact Name: Robert Smith

Vendor Contact Phone: 512-772-1924

Vendor Contact Phone Ext.:

Vendor Contact Email: r.smith@apple.net

Fax:

Fax Extension:

Web Address http://

## Accounting

The Accounting component is used to record the event type and the amount of the encumbrance along with the Chart of Accounts elements for the accounting transaction. An encumbrance may contain more than one Accounting line in the Accounting component.

The Accounting component interface displays the following fields and values:

- Header:** Accounting | Total Lines: 1 | Accounting Line: 1 | Line Amount: \$800.00 | Line Open Amount: \$800.00
- Tabs:** General Information, Reference, Fund Accounting, Detail Accounting
- General Information:**
  - Event Type: PR05
  - Accounting Template: [Dropdown]
  - Line Description: [Text Area]
  - Line Amount: \$800.00
  - Reserved Funding: No
  - Roll Indication 1: ☐
  - Roll Indication 2: ☐
- Right Side Fields:**
  - Budget FY: 2015
  - Fiscal Year: 2015
  - Period: 5
  - Line Closed Amount: \$0.00
  - Line Closed Date: [Text]
  - Line Open Amount: \$800.00
  - Referenced Line Amount: \$0.00
  - Outyear Adjustments Amount: [Text]
  - Obligation Amt Adjusted for: \$800.00
  - Outyear: [Text]
  - Related Accounting Line: [Text]

## Posting

The Posting component displays the updates that the encumbrance document will make, based on the information entered into the Accounting component. There is no data entry performed in the Posting component of an encumbrance document.

The Posting component interface displays a table with the following data:

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Standard	P005 P006	Encumbrance Res Encumbrance	\$800.00	\$800.00

From 1 to 1 Total: 1

Navigation: First, Previous, Next, Last

Go to line: [Text] Go

## 2.3. General Accounting Encumbrance Document Data Entry

The data entry requirements for a General Accounting Encumbrance (GAE) document are minimal.

### Header

In the Header component, on the General Information tab, the Document Description field is required, and is used to give a brief description of the purpose of the document.

The other fields in the Header component are not required but can be entered if they should not use the default date information.

## Vendor

Click Insert New Line on the Vendor component and use the picklist to locate the vendor.

## Accounting

In the Accounting component, on the General Information tab, the only required field that does not default is the Line Amount field which is used to record the amount of the encumbrance line. The event type, Budget FY and Fiscal Year will default.

The Fund Accounting tab is used to record the Chart of Accounts (COA) elements for the transaction. The following COA element fields are required: Fund, Department, Unit, Appr Unit, and Object. Most of the fields, with the exception of the Department and Object will be inferred from the Function entered on the detail accounting tab.

If using an Accounting Template to fill in the COA fields, it can be entered or selected using the Pick List on the General Information tab.

If using a Function code to fill in the COA fields, it can be entered or selected using the Pick List on the Detail Accounting tab.

A General Accounting Encumbrance may contain multiple Accounting lines, and each line must have a Line Amount and COA elements defined.

## Posting

There are no data entry fields in the Posting component of an encumbrance document.

## 2.4. Creating a General Accounting Encumbrance Document

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General Account Encumbrance (GAE) documents can be created by navigating to the Document Catalog and using the Create link.

### ACTIVITY 2.4

#### Create a General Accounting Encumbrance Document

##### Scenario

You have received a request to encumber funds for your department's utility invoice. You will create a General Accounting Encumbrance (GAE) document using the Document Catalog in AFIS.

##### Setup

- ✓ User is logged into the AFIS Home Page.

##### Steps

- Navigate to the Document Catalog.
  - In the Secondary Navigation Panel, click **Search**.
  - Click **Document Catalog**.
- Create the new General Accounting Encumbrance document.
  - In the Document Catalog, click **Create**.
  - In the **Code** field, enter **GAE**.
  - In the **Dept.** field, enter the data from ***your student data card***.
  - Check the **Auto Numbering** check box.

5. Click **Create**.

**Document Catalog**

[Search](#)

▼ **Document Identifier**

Code : GAE Unit :  
 Dept. : 101 ID :

▼ **Other Options**

Auto Numbering : ☒  
 Create Template : ☐

[Create](#)  
[Menu](#)

6. Write down the ID number: \_\_\_\_\_

Purchase Order - Non Commodity(GAE) Dept: 101 ID: 201500000011 Ver.: 1 Function: New Phase: Draft Modified by Student1, 04/08/2015

C. Complete the Header component of the document.

1. In the **Document Description** field, enter **Utility Invoice**.
2. Click on the **Vendor** component.

D. Create a line in the Vendor component.

1. Click **Insert New Line**.
2. In the **Vendor Customer** field, select the Pick List.
3. In the **Legal Name** field, enter **Apple\***.
4. Click **Browse**.
5. Select **APPLE INC. (the period is a part of the name)**.
6. In the **Address Code** field, enter **AD001**.
7. Select the Pick List for **Vendor Contact ID**.
8. Select **Robert Smith**.

**Vendor** Total Lines: 1 Vendor Line: 0 Vendor Customer: APPLE INC. Legal Name:

**General Information**

Vendor Customer: APPLE INC.  
 Legal Name:  
 Alias/DBA:  
 Address Code: AD001  
 Address Line 1:  
 Address Line 2:  
 City:  
 State:  
 Zip:  
 Country:  
 County:

Vendor Contact ID: ROBERT SMITH  
 Vendor Contact Name:  
 Vendor Contact Phone:  
 Vendor Contact Phone Ext.:  
 Vendor Contact Email:  
 Fax:  
 Fax Extension:  
 Web Address http://:

9. Click **Save** to view the inferences.

10. Select the **Accounting** component.
- E. Complete the Accounting component of the document.
1. Click **Insert New Line**.
  2. On the General Information tab, in the **Line Amount** field, enter **50.00**.
  3. Click the **Fund Accounting** tab.
  4. In the **Department** field, enter the data from *your student data card*.
  5. In the **Object** field, enter **7599**.

The screenshot shows the 'Fund Accounting' tab in the AFIS system. The interface includes several input fields with up/down arrows for selection. The 'Object' field is populated with '7599'. Other fields include Fund, Sub Fund, Department (101), Unit, Sub Unit, Appr Unit, Sub Object, Revenue, Sub Revenue, BSA, Sub BSA, OBSA, Sub OBSA, Dept Object, and Dept Revenue.

6. Click the **Detail Accounting** tab.
  7. In the **Function** field, enter the data from *your student data card*.
  8. Click **Save** to view the inferences.
- F. Validate and Submit the document for approval.
1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **"Document validated successfully."**
  2. Click **Submit** to submit the document for approval. If submission is successful, the following message is displayed in the upper left corner of the screen: **"Document submitted successfully – Pending Approval."**
  3. Click **Close**.
  4. Click **Home** in the Primary Navigation Panel to return to the Home Page.

## 2.5. Modify/Cancel an Encumbrance

When an encumbrance document requires modification or cancellation due to errors in the data entry process, users can perform these actions from within the document itself. Once the user has located and opened the document using the Document Catalog, the Edit action will create a Modification version and the Discard action will create a Cancellation version. These new versions must be submitted and approved by the department approver in order to update the Accounting Journal (JACTG) and other associated tables in AFIS.

If the original encumbrance was interfaced from ProcureAZ, any modification/cancellation must be initiated and interfaced from ProcureAZ.

## ACTIVITY 2.5

### Modify an Encumbrance Document

#### Scenario

You have received a request to correct a mistake on a General Accounting Encumbrance (GAE) document. The wrong accounting information was entered on the document. You will create a GAE modification document and submit it for approval.

#### Setup

- ✓ User is logged into the AFIS Home Page.

#### Steps

- A. Navigate to the document using the Document Catalog.
  1. In the Secondary Navigation Panel, click **Search**.
  2. Click **Document Catalog**.
  3. In the **Code** field, enter **GAE**.
  4. In the **Dept.** field, enter the data from *your student data card*.
  5. Click **Browse**.

<a href="#">Open</a> <a href="#">Validate</a> <a href="#">Submit</a> <a href="#">Copy</a>													
<input type="checkbox"/>	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	GAE	101		<a href="#">201500000011</a>	No	1	New	Final	Submitted	4/6/15	Student1	\$50.00	Yes
<input type="checkbox"/>	GAE	101		<a href="#">STU 1.1.2</a>	No	1	New	Final	Submitted	10/27/14	Training	\$800.00	Yes
<input type="checkbox"/>	GAE	101		<a href="#">STU 1.1.3A</a>	No	1	New	Final	Submitted	11/25/14	Training	\$15,000.00	Yes
<input type="checkbox"/>	GAE	101		<a href="#">STU 1.4.2</a>	No	1	New	Final	Submitted	10/7/14	Training	\$100,000.00	Yes
<input type="checkbox"/>	GAE	101		<a href="#">STU 1.5.1</a>	No	1	New	Final	Submitted	10/27/14	dboudrie	\$1,000.00	Yes
<input type="checkbox"/>	GAE	101		<a href="#">STU 4.4</a>	No	1	New	Final	Submitted	10/27/14	Training	\$200.00	Yes
First Prev Next Last													
<a href="#">Menu</a>													

6. Click the **ID** link in the grid to search for the document you just created in the prior activity.
- B. Create and edit a modification version.
  1. In the bottom left corner of the document, click **Edit**.
  2. In the new document screen, click on the **Accounting** component.
  3. Click on the **Fund Accounting** tab.
  4. In the **Object** field, enter **7597**.

General Information	Reference	Fund Accounting	Detail Accounting
Fund: 9001	Object: 7597	OBSA:	
Sub Fund:	Sub Object:	Sub OBSA:	
Department: 101	Revenue:	Dept Object:	
Unit:	Sub Revenue:	Dept Revenue:	
Sub Unit:	BSA:		
Appr Unit:	Sub BSA:		

C. Validate and Submit the document for approval.

1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **"Document Validated Successfully."**
2. Click **Submit** to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: **"Document submitted successfully – Pending Approval."**
3. Click **Close** to return to the Document Catalog.
4. Click the **Home** icon in the Primary Navigation Panel to return to the Home Page.

## 2.6. Researching Encumbrance Documents

General Accounting Encumbrance (GAE) documents can be found by searching the Accounting Journal (JACTG). By entering the appropriate search criteria, such as Department, Unit, or Doc ID, results can be narrowed down significantly.

### Accounting Journal (JACTG) Table

There are several ways to access the Accounting Journal. Users can navigate to it using the Jump to field, by entering JACTG, or using Page Search and entering JACTG into the Page Code field.

#### ACTIVITY 2.6

#### Search for a General Accounting Encumbrance in the Accounting Journal

##### Scenario

You need to verify the creation of a General Accounting Encumbrance (GAE) document so you will search the Accounting Journal (JACTG).

##### Setup

- ✓ User is logged into the AFIS Home Page.

##### Steps

- A. Navigate to the Accounting Journal.
  1. In the Primary Navigation Panel, in the **Jump to** field, enter **JACTG**.



2. Click **Go**. The Accounting Journal and Search window open.
- B. Use the Search window to find a document.
1. In the Search window.
  2. In the **Department** field, enter the data from *your student data card*.
  3. In the **Fund** field, enter the data from *your student data card*.
  4. In the **Doc CD** field, enter **GAE**.
  5. In the **Doc Dept** field, enter the data from *your student data card*.
  6. In the **Doc ID** field, enter *the document you just entered in the prior activity*.

Run Trm :

Doc Record Date :

Fiscal Period :

Fiscal Year :

Budget FY :

Posting Code :

Department :

Fund :

Appr Unit :

Unit :

Function :

Object :

Revenue :

BSA :

Activity :

Major Program :

Program :

Phase :

Program Period :

Doc CD :

Doc Dept :

Doc ID :

Vendor Customer :

[Ok](#) [Clear](#) [Cancel](#)

7. Click **Ok**.
- C. Examine the document information in the Accounting Journal.
1. If necessary, click the line in the grid for the GAE document.
  2. Observe the document information in the scalar section of the page.

- Click **Fund Accounting** to expand the section.

Accounting Journal

Run Tm	Document	Doc Pstng Ln	Dr/Cr	Pstng Am
✓ 04/12/2015	<a href="#">GAE.101.201500000011.1</a>	1	D	\$50.00
04/12/2015	<a href="#">GAE.101.201500000011.1</a>	1	C	(\$50.00)

First Prev Next Last [Download](#)

[Copy](#) [Search](#)

[Calculate Total](#) Calculated Amount :

▼ General Accounting

Doc Record Date : 04/06/2015 Posting Pair : A

Fiscal Period : 10 Posting Code : P005

Fiscal Year : 2015 Dr/Cr : D

Budget FY : 2015 Ln Func : Standard ▼

Fiscal Quarter : 4 Pstng Am : \$50.00

Event Category : PR Incr/Dcrs : I

Event Type : PR05 Run Tm : 04/12/2015

Bank Account :

▼ Fund Accounting

Fund : 9001 Object : 7599

Sub Fund : Sub Object :

BSA : Revenue :

Sub BSA : Sub Revenue :

BSA Type : ▼

- Click **Fund Accounting** again to collapse the section.
- Observe the other sections of information for the selected document.
- Click **Home** in the Primary Navigation Panel to return to the Home Page.

## 3. Recording a Payment Request

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### Learning Objectives

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In this lesson, you will:

- Review the General Accounting Expense document
- Identify the General Accounting Expense document components
- Review the data entry requirements of a General Accounting Expense document
- Create a General Accounting Expense document
- Create a General Accounting Expense document for a split expense
- Modify and cancel a General Accounting Expense document
- Search for General Accounting Expense documents in the Disbursement Request table

### Lesson Overview

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A payment is established in AFIS for goods received and/or services rendered which liquidates the encumbrance in the process if an encumbrance is referenced on the expense document. AFIS handles non purchaser order payment documents. Non-purchase order payments are processed using a General Accounting Expense (GAX) based document, while purchase order payments are derived from ProcureAZ and interfaced into AFIS using Procurement Request (PRCPZ1) based documents.

### 3.1. GAX Payments

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A non-purchase order-based payment request is also referred to as an Accounting-Based (ABS) document. In AFIS, a non purchase-order-based payment is processed using a General Accounting Expense (GAX) document that can be created by copying forward from a General Accounting Encumbrance (GAE) document. The submission and approval of a GAX document can fully or partially liquidate the GAE document depending on the reference type and amount entered, providing there is a GAE referenced. Submission and approval will update the Disbursement Request (DISRQ) table.

## 3.2. GAX Payment Document Components

A General Accounting Expense (GAX) based document has four components, also referred to as sections, which contain all of the information necessary to process the transaction. These sections are the same as the General Accounting Encumbrance (GAE) document because most GAX documents are created by using the Copy Forward feature from a GAE document, which reduces the data entry requirements significantly.

### Header

The Header component is used to record information that pertains to the rest of the document, such as a name and description. The Payee tab is used when designating a Third Party Payment.

### Vendor

The Vendor component is used to record information on the vendor and payment for an expense transaction. When selecting an existing Vendor code, the Legal Name field, and Address information will auto populate based on the information in the Vendor Customer (VCUST) table, and the vendor's default Payment address. If there is not a default payment address, the picklist next to the Address Code can be used to find the proper payment address code. This could also be a Miscellaneous Vendor that has been set up for use, which requires that the user enter the necessary contact and address information for the vendor. A GAX requires a vendor to be entered.

General Accounting Expense(GAX) Dept: 100 ID: INST 1.2 Ver.: 2 Function: Modification Phase: Draft Modified by Student1 04/08/2015

**Header**  
**Vendor** Vendor Line: 1 Vendor Customer: VC000000261 Legal Name: Instructor 1  
 From 1 to 1 Total: 1

Go to line:  Go

List View

General Information Disbursement Options Discount Terms Misc Vendor ACH Details

Vendor Customer: VC000000261  
 Legal Name: Instructor 1  
 Alias/DBA:  
 Address Code: AD001  
 Address Line 1: 1001 South IH35  
 Address Line 2:  
 City: Round Rock  
 State: Texas  
 Zip: 78664  
 Country: USA  
 County: MAR  
 Maricopa

Vendor Contact ID: PC001  
 Vendor Contact Name: Bob Smith  
 Vendor Contact Phone: 512-728-4100  
 Vendor Contact Phone Ext.:  
 Vendor Contact Email: bobsmith@dell.com  
 Fax:  
 Fax Extension:  
 Web Address http://

Save Undo Insert New Line Insert Copied Line Edit with Grid

## Accounting

The Accounting component is used to record the event type and the amount of the expense along with the Chart of Accounts (COA) elements for the accounting transaction. An expense document may contain more than one Accounting line in the Accounting component, which would split the impact of the expense across multiple COA entries. The Accounting component also allows users to enter an Accounting Template or Function in order to infer the necessary COA information. When using the Copy Forward feature from an encumbrance document, the COA information will auto populate with the

information from the encumbrance.

Accounting						
Total Lines: 1    Accounting Line: 1    Line Amount: \$545.00    Line Open Amount: \$545.00						
Accounting Line	Line Amount	Line Closed Amount	Line Open Amount	Referenced Line Amount	Event Type	
1	\$545.00	\$0.00	\$545.00	\$0.00	AP01	
From 1 to 1 Total: 1						
<div> <div>First</div> <div>Previous</div> <div>Next</div> <div>Last</div> </div> <div>Go to line: <input type="text"/> <div>Go</div></div>						

List View

General Information

Reference

Fund Accounting

Detail Accounting

Service Dates

Additional Amounts

Event Type: AP01

Accounting Template:

Line Description: Accounting Line 1

Line Amount: \$545.00

Line Closed Amount: \$0.00

Line Closed Date:

Line Open Amount: \$545.00

Referenced Line Amount: \$0.00

Interest Ineligible: ☐

Payment Type:

Interest Amount From IPR:

PY Accrual/Clearing %:

Budget FY: 2015

Fiscal Year:

Period:

Bank: BK01

Vendor Invoice Number:

Vendor Invoice Line:

Vendor Invoice Date:

Tracking Date:

Check Description:

Special Instructions Code:

Disbursement Category: INP

Extension Reason:

Extension Description:

Invoice Acceptance/Sign-Off Date:

Billing Profile:

Central Statement BPRO:

After Accounts Payable Period: ☐

Percentage Completed Before:

Percentage Completed Now:

## Posting

The Posting component displays the updates that the expense document will make, based on the information entered into the Accounting component. There is no data entry performed in the Posting component of an expense document.

Posting						
Total Lines: 1    Posting Line: 1						
Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount	
1	Standard	D011 D001	External AE Disb Payable	\$0.00	\$0.00	
From 1 to 1 Total: 1						
<div> <div>First</div> <div>Previous</div> <div>Next</div> <div>Last</div> </div> <div>Go to line: <input type="text"/> <div>Go</div></div>						

## 3.3. GAX Document Data Entry

When using Copy Forward from a General Accounting Encumbrance (GAE) document, the data entry requirements will be minimal. It is also possible to create a General Accounting Expense (GAX) based document without referencing an encumbrance.

## Header

In the Header component, on the General Information tab, the Document Description field is required, and is used to give a brief description of the purpose of the document.

The other required fields in the Header component will default but can be entered if they should not use the default date information. The other tabs in the Header component are not used in this scenario.

## Vendor

Since the expense document is recording a payment to a vendor, the Vendor Customer code must be entered or selected using the Pick List.

**Choose**

[Browse](#) [Clear](#)

Vendor/Customer :  Legal Name : APPLE\*

Alias/DBA :  Last Name :

Vendor Active Status :  Customer Active Status :

	Vendor/Customer	Legal Name	EFT Status	Lock Account
<a href="#">Select</a>	APPLE INC.	Apple Inc.	No	
<a href="#">Select</a>	APPLE-100	Apple Inc.	No	
<a href="#">Select</a>	APPLE-101	Apple Inc.	No	
<a href="#">Select</a>	APPLE-200	Apple Inc.	No	
<a href="#">Select</a>	APVENDOR1	Apple Inc.	No	
<a href="#">Select</a>	VC000000171	Apple-101	No	
<a href="#">Select</a>	VC000000230	Apple-101	No	

[Cancel](#) [First](#) [Previous](#) [Next](#) [Last](#)

The rest of the information for the selected Vendor code will populate in this component.

## Accounting

In the Accounting component, on the General Information tab, the only required field that doesn't default is the Line Amount field which is used to record the amount of the expense. When using Copy Forward, this component will be auto populated with the information from the encumbrance document, but the line amount can be changed to a lesser amount than what was on the encumbrance. If not using Copy Forward, the information will either need to be entered manually, or by using an Accounting Template or Function.

The Fund Accounting tab is used to record the Chart of Accounts (COA) elements for the transaction. The following COA element fields are required: Fund, Department, Unit, Appr Unit, and Object.

General Information | Reference | **Fund Accounting** | Detail Accounting | Service Dates | Additional Amounts

Fund: 9000

Sub Fund:

Department: 100

Unit: 0100

Sub Unit:

Appr Unit: 1000000

Object: 7599

Sub Object:

Revenue:

Sub Revenue:

BSA:

Sub BSA:

OBSA:

Sub OBSA:

Dept Object:

Dept Revenue:

If using an Accounting Template to fill in the COA fields, it can be entered or selected using the Pick List on the General Information tab.

If using a Function code to fill in the COA fields, it can be entered or selected using the Pick List on the Detail Accounting tab.

The screenshot shows the 'Detail Accounting' tab in the AFIS system. It contains several input fields with pick list icons (up and down arrows) for selection. The fields are organized into three columns:

- Left Column:** Location (100A), Sub Location, Activity, Sub Activity, Function (1005205), Sub Function.
- Middle Column:** Reporting, Sub Reporting, Task (100000), Sub Task (987654), Task Order.
- Right Column:** Major Program, Program, Phase, Program Period.

A General Accounting Expense document may contain multiple Accounting lines, and each line must have a Line Amount and COA elements defined.

## Posting

There are no data entry fields in the Posting component of an expense document.

## 3.4. Creating a GAX Payment Document

A General Accounting Expense (GAX) based document can be created by navigating to the Document Catalog and either using the Create link to create a blank document or by selecting an encumbrance document and using the Copy Forward feature. In this scenario, users will Copy Forward to create an expense document from an encumbrance.

### ACTIVITY 3.4

#### Create a General Accounting Expense Document

##### Scenario

You have received a request to process a payment to a vendor for services rendered to your department. You will search for the General Accounting Encumbrance (GAE) document and copy forward to create a General Accounting Expense (GAX) document.

##### Setup

- ✓ User is logged into the AFIS Home Page.

##### Steps

- Navigate to the General Accounting Encumbrance document.
  - On the Secondary Navigation Panel, click **Search**.
  - Click **Document Catalog**.



3. In the **Code** field, enter **GAE**.
4. In the **Dept** field, enter the data from ***your student data card***.
5. Click **Browse**.
6. In the search results, click the **ID** that is on the data from ***your student data card***.

**Document Catalog**

[Create](#)

**Document Identifier**

Code :  Unit :

Dept. :  ID :

**User Information**

**Document State**

[Browse](#) [Clear](#)

[Open](#) [Validate](#) [Submit](#) [Copy](#)

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	GAE	101		<a href="#">201500000011</a>	No	1	New	Draft	Held	4/8/15	Student1	\$50.00	Yes
<input type="checkbox"/>	GAE	101		<a href="#">STU 1 1.2</a>	No	1	New	Final	Submitted	10/27/14	Training	\$800.00	Yes
<input type="checkbox"/>	GAE	101		<a href="#">STU 1 1.2</a>	No	2	Modification	Draft	Held	4/8/15	Student1	\$800.00	Yes
<input type="checkbox"/>	GAE	101		<a href="#">STU 1 1.3A</a>	No	1	New	Final	Submitted	11/25/14	Training	\$15,000.00	Yes
<input type="checkbox"/>	GAE	101		<a href="#">STU 1 4.2</a>	No	1	New	Final	Submitted	10/7/14	Training	\$100,000.00	Yes
<input type="checkbox"/>	GAE	101		<a href="#">STU 1 5.1</a>	No	1	New	Final	Submitted	10/27/14	dboudrie	\$1,000.00	Yes
<input type="checkbox"/>	GAE	101		<a href="#">STU 4.4</a>	No	1	New	Final	Submitted	10/27/14	Training	\$200.00	Yes

First Prev Next Last

[Menu](#)

B. Create a General Accounting Expense document.

1. Observe the Total Amount of the General Accounting Encumbrance document.
2. At the bottom of the page, click **Copy Forward**.

[Edit](#) [Copy](#) [Copy Forward](#) [Discard](#)

3. On the Copy Forward screen, in the **Doc. Department Code**, enter the data from ***your student data card***.
4. Check the **Auto Numbering** check box.
5. Verify that the Target Document Code selected is **GAX**.

**Copy Forward**

From Document

Category : ABS Doc Dept : 101  
 Type : ABS Doc Unit :  
 Code : GAE ID : STU 4.4  
 Select Entire Document : ☒ Version : 1

To Document

Doc. Department Code : 101 Document Id :  
 Unit Code : Auto Numbering : ☒

Target Doc Type	Target Doc Code	Description
✓ ABS	GAX	Create GAX from GAE
ABS	GAEC	Correct Encumbrance

First Prev Next Last

OK Cancel

6. Click **Ok**. The Draft GAX document opens.
- C. Complete the Header component of the General Accounting Expense document.
1. On the General Information tab, in the **Document Description** field, enter **Training Expense**.
  2. Since this document is copied forward, data entry is reduced. Other required fields will populate during Validation.
- D. Navigate to the **Vendor** component.
1. Observe the vendor information is automatically inferred when using Copy Forward.

**Vendor** Vendor Line: 1 Vendor Customer: APPLE INC. Legal Name: Apple Inc.

Vendor Line	Vendor Customer	Legal Name	Line Amount
1	APPLE INC.	Apple Inc.	\$200.00

From 1 to 1 Total: 1

First Previous Next Last Go to line: Go

List View

**General Information** Disbursement Options Discount Terms Misc Vendor ACH Details

Vendor Customer: APPLE INC. Vendor Contact ID: ROBERT SMITH

Legal Name: Apple Inc. Vendor Contact Name: Robert Smith

Alias/DBA: Vendor Contact Phone: 512-772-1924

Address Code: AD001 Vendor Contact Phone Ext.:  
 Address Line 1: 1 Infinite Loop Vendor Contact Email: r.smith@apple.net  
 Address Line 2: Fax:  
 City: Cupertino Fax Extension:  
 State: California Web Address http://  
 Zip: 95014  
 Country: USA  
 County:

- E. Navigate to and complete the Accounting component.
1. Click on the **Accounting** component to expand that component.
  2. Observe the **General Information** tab.
  3. Verify the **Line Amount** field contains the amount copied forward from the GAE document.
  4. Click the **Reference** tab.
  5. Click the drop down menu for **Ref Type**, select **Final**.

General Information	Reference	Fund Accounting	Detail Accounting	Service Dates	Additional Amounts
Ref Doc Code: GAE	Ref Vendor Line: 1	Debt ID:			
Ref Doc Dept: 101	Ref Commodity Line:	Schedule Number:			
Ref Doc ID: STU 4.4	Ref Accounting Line: 1	Schedule Line:			
	Ref Type: Final				

- Click the **Fund Accounting** tab.
- Verify that the **Fund**, **Department**, **Unit**, **Appr Unit**, and **Object** fields have been populated with information copied forward from the GAE.

General Information	Reference	Fund Accounting	Detail Accounting	Service Dates	Additional Amounts
Fund: 9001	Object: 7199	OBSA:			
Sub Fund:	Sub Object:	Sub OBSA:			
Department: 101	Revenue:	Dept Object:			
Unit: 0101	Sub Revenue:	Dept Revenue:			
Sub Unit:	BSA:				
Appr Unit: 1010000	Sub BSA:				

- Validate and submit the document for approval.
  - Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **"Document Validated Successfully."**
  - Click **Submit** to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: **"Document submitted successfully – Pending Approval."**
  - Click **Close**.
  - Click **Home** in the Primary Navigation Panel to return to the Home Page.

### 3.5. Split an Expenditure

AFIS allows for a General Accounting Expense (GAX) document to contain Accounting lines in order to process a split expense. The GAX document can be created using the Document Catalog or by copying forward from a General Accounting Encumbrance (GAE) document.

#### ACTIVITY 3.5

#### Create a Split Accounting Distribution Document

##### Scenario

You have received a request to process a payment with multiple budget lines so you will create a General Accounting Expense (GAX) document with an additional Accounting line to split the payment evenly between two Units.

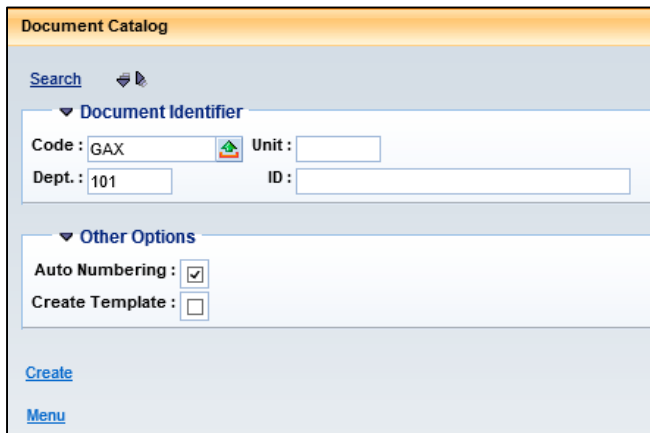
## Setup

- ✓ User is logged into the AFIS Home Page.

## Steps

A. Create a new General Accounting Expense document using the Document Catalog.

1. In the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog**.
3. Click **Create**.
4. In the **Code** field, enter **GAX**.
5. In the **Dept** field, enter the data from *your student data card*.
6. Click the **Auto Numbering** check box.



The screenshot shows the 'Document Catalog' form. It has a header bar with 'Search' and a magnifying glass icon. Below is a 'Document Identifier' section with fields for 'Code' (containing 'GAX'), 'Unit', 'Dept' (containing '101'), and 'ID'. There is a small icon next to the 'Unit' field. Below this is an 'Other Options' section with two checkboxes: 'Auto Numbering' (checked) and 'Create Template' (unchecked). At the bottom of the form are two links: 'Create' and 'Menu'.

7. Click **Create**.
- B. Complete the Header component General Information tab.
1. In the **Document Description** field, enter **Training Split Expense**.
  2. Click on the **Vendor** component at the bottom of the page.
- C. Complete the Vendor component General Information tab.
1. Click **Insert New Line**.
  2. In the **Vendor Customer** field, click the pick list.
  3. In the **Legal Name** field, enter **Apple Inc.**
  4. Click **Browse**.
  5. In the grid select **Apple Inc.**
  6. In the **Address Code** field, click the pick list.
  7. In the grid, click the **Select** link for Address ID **AD001**.
  8. In the **Vendor Contact ID** field, click the pick list.
  9. Select **Robert Smith**.

General Information		Disbursement Options	Discount Terms	Misc Vendor ACH Details
Vendor Customer:	APPLE INC.			
Legal Name:		Vendor Contact ID:	ROBERT SMITH	
Alias/DBA:		Vendor Contact Name:		
Address Code:	AD001	Vendor Contact Phone:		
Address Line 1:		Vendor Contact Phone Ext.:		
Address Line 2:		Vendor Contact Email:		
City:		Fax:		
State:		Fax Extension:		
Zip:		Web Address http://:		
Country:				
County:				

10. Click on the **Accounting** component at the bottom of the page.
- D. Complete the Accounting component General Information tab.
1. Click **Insert New Line**.
  2. In the **Line Amount** field, enter **100**.
- E. Complete the Fund Accounting tab and Detail Accounting tabs.
1. Click the **Fund Accounting** tab.
  2. In the **Fund** field, enter the data from *your student data card*.
  3. In the **Department** field, enter the data from *your student data card*.
  4. In the **Unit** field, enter the data from *your student data card*.
  5. In the **Appr Unit** field, enter the data from *your student data card*.
  6. In the **Object** field, enter **7599**.

General Information		Reference	Fund Accounting	Detail Accounting	Service Dates	Additional Amounts
Fund:	9001	Object:	7599	OBSA:		
Sub Fund:		Sub Object:		Sub OBSA:		
Department:	101	Revenue:		Dept Object:		
Unit:	0101	Sub Revenue:		Dept Revenue:		
Sub Unit:		BSA:				
Appr Unit:	1010000	Sub BSA:				

7. Click the **Detail Accounting** tab.
8. In the **Location** field, enter the data from *your student data card*.
9. In the **Task** field, enter the data from *your student data card*.
10. Click **Save**.

General Information		Reference	Fund Accounting	Detail Accounting	Service Dates	Additional Amounts
Location:	101A	Reporting:		Major Program:		
Sub Location:		Sub Reporting:		Program:		
Activity:		Task:	101000	Phase:		
Sub Activity:		Sub Task:		Program Period:		
Function:		Task Order:				
Sub Function:						

- F. Insert and complete a second Accounting line.
1. Click **Insert New Line** and click the **General Information** tab.
  2. In the **Line Amount** field, enter **75.99**.
- G. Complete the second Accounting line Fund Accounting tab, Detail Accounting tabs.
1. Click the **Fund Accounting** tab.
  2. In the **Fund** field, enter the data from *your student data card*.
  3. In the **Department** field, enter the data from *your student data card*.
  4. In the **Unit** field, enter the data from *your student data card*.
  5. In the **Appr Unit** field, enter the data from *your student data card*.
  6. In the **Object** field, enter **8143**.

Fund Accounting		
Fund:	9001	Object: 8143
Sub Fund:		Sub Object:
Department:	101	Revenue:
Unit:	0101	Sub Revenue:
Sub Unit:		BSA:
Appr Unit:	1010000	Sub BSA:
		OBSA:
		Sub OBSA:
		Dept Object:
		Dept Revenue:

7. Click the **Detail Accounting** tab.
8. In the **Location** field, enter the data from *your student data card*.
9. In the **Activity** field, enter **123456**.
10. In the **Task** field, enter the data from *your student data card*.
11. Click **Save**.

Detail Accounting		
Location:	101A	Reporting:
Sub Location:		Sub Reporting:
Activity:	123456	Task:
Sub Activity:		Sub Task:
Function:		Task Order:
Sub Function:		
		Major Program:
		Program:
		Phase:
		Program Period:

- H. Validate and submit the document for approval.
1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **"Document Validated Successfully."**
  2. Click **Submit** to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: **"Document submitted successfully – Pending Approval."**
  3. Click **Close**.
  4. Click **Home** in the Primary Navigation Panel to return to the Home Page.

### 3.6. Modify or Cancel an Expenditure

When an existing General Accounting Expense (GAX) document needs to be modified or cancelled, a new version of the original document is created as a modification or cancellation version. After the creation of a GAX modification/cancellation version, they are submitted and routed to workflow for approval.

Documents that are in Draft phase can be changed at any time by clicking the Edit button. Once a document is approved, it reaches the Final phase and is accepted into AFIS. If a document in Final phase requires modification, the Edit feature will create a new version of the document. Previous versions of the document are set to Historical-Final and will appear with that phase in the Document Catalog.

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	GAX	101		<a href="#">150408000025</a>	No	1	New	Draft	Held	4/8/15	Student1	\$200.00	Yes
<input type="checkbox"/>	GAX	101		<a href="#">150408000026</a>	No	1	New	Draft	Held	4/8/15	Student1	\$175.99	Yes
<input type="checkbox"/>	GAX	101		<a href="#">STU 1 1.2</a>	No	1	New	Final	Submitted	11/12/14	Training	\$545.00	Yes
<input type="checkbox"/>	GAX	101		<a href="#">STU 1 1.3A</a>	No	1	New	Final	Submitted	11/25/14	Training	\$6,000.00	Yes
<input type="checkbox"/>	GAX	101		<a href="#">STU 1 1.3B</a>	No	1	New	Final	Submitted	11/25/14	dboudrie	\$530.00	Yes
<input type="checkbox"/>	GAX	101		<a href="#">STU 1 4.2</a>	No	1	New	Final	Submitted	10/7/14	Training	\$100,000.00	Yes
<input type="checkbox"/>	GAX	101		<a href="#">STU 1 4.6</a>	No	1	New	Final	Submitted	10/27/14	Training	\$50.00	Yes
<input type="checkbox"/>	GAX	101		<a href="#">STU 1 5.3</a>	No	1	New	Historical (Final)	Submitted	10/27/14	Training5	\$50.00	Yes
<input type="checkbox"/>	GAX	101		<a href="#">STU 1 5.3</a>	No	2	Cancellation	Final	Submitted	10/27/14	Training5	\$50.00	Yes
<input type="checkbox"/>	GAX	101		<a href="#">STU 1 5.3 A</a>	No	1	New	Final	Submitted	10/27/14	Training5	\$50.00	Yes

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Modifications can only be made to a payment request (GAX) before it has been disbursed, through the manual or automated disbursement process. If the Closed Amount is \$0.00 and the Closed Date on the Header component is not populated, then the payment request has not been closed and can still be modified. If it is only partially closed, look at the Closed Amount and Closed Date fields on the Accounting component to determine if the line that requires modification is closed.

Once a payment request (GAX) has been disbursed (closed), changes cannot be made until the warrant paying the Accounting line has been cancelled and the payment request is re-opened if the hold cancellation type is used.

Modifications made to a payment request (GAX) that references another document can also impact the referencing document.

## ACTIVITY 3.6

### Modify a General Accounting Expense Document

#### Scenario

You have received a request to modify a General Accounting Expense (GAX) document that has incorrect data. You will locate the document, then edit and submit it for approval.

#### Setup

- ✓ User is logged into the AFIS Home Page.

#### Steps

- A. Locate the existing GAX document.
  1. In the Secondary Navigation Panel, click **Search**.
  2. Click **Document Catalog**.
  3. In the **Code** field, enter **GAX**.
  4. In the **Dept** field, enter the data from *your student data card*.
  5. Click **Browse**.
  6. In the grid below, click the **ID** of the document to open the GAX on the data from *your student data card*.

General Accounting Expense(GAX) Dept: 101 ID: STU 14.6 Ver.: 1 Function: New Phase: Final Modified by Training , 11/01/2014

Header

List View

General Information Payee Additional Amounts Extended Description Contact Document Information

Document Name: [Field]

Record Date: 11/01/2014 [Calendar Icon]

Budget FY: 2015

Fiscal Year: 2015

Period: 5

Document Description: Training Expense [Dropdown]

Pre-Processing Allowed: ☐

Bank Account: [Field] [Up/Down Arrow]

Replacement: ☐

Contract Withholding Exempt: ☐

Cited Authority: [Field] [Up/Down Arrow]

Escrow ID: [Field] [Up/Down Arrow]

Actual Amount: \$50.00

Closed Amount: \$0.00

Closed Date: [Field]

Open Amount: \$50.00

Referenced Amount: \$0.00

- B. Create and edit a modification version of the GAX document.
  1. At the bottom of the page, click **Edit**. A new modification version is created.
  2. Click on the **Accounting** component.
  3. On the **General Information** tab, in the **Line Amount** field, enter **130.00**.
  4. Click **Validate**.



5. Click on the **Posting** component.
6. Observe the posting amounts.

Posting					
Total Lines: 1    Posting Line: 1					
Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Standard	D011 D001	External AE Disb Payable	\$80.00	\$80.00
From 1 to 1 Total: 1					
<div> <span>First</span> <span>Previous</span> <span>Next</span> <span>Last</span> </div> <div>Go to line: <input type="text"/> <span>Go</span></div>					

- C. Validate and submit the document for approval.
  1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **"Document Validated Successfully."**
  2. Click **Submit** to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: **"Document submitted successfully – Pending Approval."**
  3. Click **Close**.
  4. Click **Home** in the Primary Navigation Panel to return to the Home Page.

### 3.7. Researching Expense Documents

General Accounting Expense (GAX) documents can be found by searching the Disbursement Request (DISRQ) page. By entering the appropriate search criteria, such as Vendor Code or Scheduled Payment Date, results can be narrowed down significantly.

#### Disbursement Request (DISRQ)

The Disbursement Request (DISRQ) page contains all the information necessary for the generation of payments during the Automated Disbursement process. The DISRQ page primarily gets updated with payment requests recorded on expense document codes. Once a document is disbursed it will be removed from this table. It is the event type used on the expense document that determines whether or not the DISRQ page is updated. All of the information on the DISRQ is grouped together into sections that can be expanded or collapsed as needed.

The grid at the top of the DISRQ displays all of the expense and payment request documents that have been posted in AFIS.

Disbursement Request

[Menu](#) [Back](#)

Document	Vendor Code	Legal Name	Accounting Line Amount
✓ <a href="#">GAX.100.INST.1.2</a>	VC000000261	Instructor 1	\$545.00
<a href="#">GAX.100.INST.1.3A</a>	0000010299	PHX MEM HOSP DBA PHX HLT PLN	\$6,000.00
<a href="#">GAX.100.INST.1.3B</a>	0000010299	PHX MEM HOSP DBA PHX HLT PLN	\$530.00
<a href="#">GAX.100.INSTRUCT.5.3</a>	VC000000169	Dell-100	\$50.00
<a href="#">GAX.100.INSTRUCT.6.2</a>	APPLE INC.	Apple Inc.	\$500.00
<a href="#">GAX.101.STU.1.1.2</a>	VC000000231	Student 1	\$545.00
<a href="#">GAX.101.STU.1.1.3A</a>	0000010299	PHX MEM HOSP DBA PHX HLT PLN	\$6,000.00
<a href="#">GAX.101.STU.1.1.3B</a>	0000010299	PHX MEM HOSP DBA PHX HLT PLN	\$530.00
<a href="#">GAX.101.STU.1.4.2</a>	PLACEHOLDER	Placeholder Vendor	\$100,000.00
<a href="#">GAX.101.STU.1.4.6</a>	VC000000231	Student 1	\$50.00

First Prev [Next](#) [Last](#)

[Save](#) [Undo](#) [Search](#)

▼ Vendor

Doc Code :

Doc Dept :

Doc ID :

Vendor Line Number :

Date of Record :

Vendor Code :

Vendor Contact ID :

Bob Smith

Phone :

Phone Extension :

Email Address :

Fax Number :

Fax Extension :

Legal Name :

Vendor Alias Name :

Address Code :

Address 1 :

Address 2 :

City :

State :

Zip Code :

Taxpayer ID Number :

Taxpayer ID Type :

Miscellaneous Vendor Flag :

Traveler ID :

Trip ID :

Payment Method :

☐ ▶ Payee

☐ ▶ Disbursement Control

☐ ▶ Automated Payment Hold

☐ ▶ Commodity

☐ ▶ Accounting

☐ ▶ Reference Information

☐ ▶ Award Information

☐ ▶ Agreement Information

☐ ▶ Discount Information

☐ ▶ Misc Vendor ACH Details

Updates to the DISRQ are also made by the Disbursement Management (DISBM) and Disbursement Management by Document (DISBMD) pages.

## Disbursements Query (DISBQ)

The Disbursements Query (DISBQ) page displays a summary of information from the disbursement documents in AFIS as well as from the Check Reconciliation and Paid Check tables. The DISBQ provides numerous search fields that can be used to narrow down the list of documents. The Search window requires that a value is entered for Vendor/Customer, Payee, Document Record Date, or Check/EFT Status in order to display any results. Once the desired document has been located, the links provided allow users to view the Disbursement Detail Query (DISBDQ), Intercept Activity, and Retainage Detail pages for the selected document.

Disbursement Query

Menu Back

Search

Disbursement Document	Vendor Code	Vendor Name	Payee Name	Traveler ID	Check Amount	Issued Date	Check/EFT Number	Check Status
✓ AD AAA.140826000056.2	APPLE INC.	Apple Inc.	Apple Inc.		\$150.00	08/26/2014	0000000700000006	Cancelled
AD ICA.1408260000063.1	APPLE INC.	Apple Inc.	Apple Inc.		\$192.00	08/26/2014	0000000700000009	Warranted

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Record Date : 08/26/2014  
Disbursement Doc Type : AD  
Disbursement Doc Code : AD  
Disbursement Doc Dept : AAA  
Disbursement Doc ID : 140826000056  
Payee Code :  
Payee Name : Apple Inc.  
Payee Indicator : V  
Total Accounting Line Amount : \$150.00  
Total Intercept Amount : \$0.00  
Issued Date : 08/26/2014  
Check/EFT Number : 0000000700000006  
Check Status : Cancelled  
Cleared Date :  
Check Amount : \$150.00

Total Discount Amount : \$0.00  
Total Penalty Amount : \$0.00  
Total Interest Amount : \$0.00  
Total Backup Withholding Amount : \$0.00  
Total Contract Withholding Amount : \$0.00  
Total default Intercept Fee Amount : \$0.00  
Total Supplementary Intercept Fee Amount : \$0.00  
Total Retainage Amount : \$0.00  
Total Freight Amount : \$0.00  
Total Use Amount : \$0.00  
Total Tax Amount : \$0.00  
Cancel/Reclass Reason : Incorrect Information  
Vendor Code : APPLE INC.  
Vendor Name : Apple Inc.  
Traveler ID :  
Disbursement Category : TST1

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Disbursement Detail Query
Intercept Activity
Retainage Detail
Accrual Inquiry

## Disbursement Detail Query (DISBDQ)

The Disbursement Detail Query (DISBDQ) displays detailed information from the disbursement documents in AFIS as well as from the Check Reconciliation and Paid Check tables. The DISBDQ allows users to see which payment request documents were referenced by the disbursement document selected on the DISBQ page.

Disbursement Detail Query

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Disbursement Doc Type: 
Disbursement Doc Code: 
Disbursement Doc Dept: 
Disbursement Doc ID:

Intercept Amount: 
Discount Amount: 
Penalty Amount: 
Interest Amount: 
Backup Withholding Amount: 
Contract Withholding Amount: 
Default Intercept Fee Amount: 
Supplementary Intercept Fee Amount: 
Retainage Amount: 
Freight Amount: 
Tax Amount: 
Cancel/Reclass Reason:

Payment Request Doc Code: 
Payment Request Doc Dept: 
Payment Request Doc ID: 
Vendor Code: 
Traveler ID: 
Payee Code: 
Vendor Invoice Number: 
Check / EFT Number: 
Line Amount:

Disbursement Doc ID	Disb. Line	Payment Doc ID	Payee Name	Payee Indicator	Vendor Invoice Number	Vendor Invoice Line	Line Amount	Contact Name	Contact Number	Check/EFT Number
✓ AD AAA 140826000056.2	1	GAX ICA ICBK07-06.2	Apple Inc.	V			\$150.00			000000070000006

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### ACTIVITY 3.7

## Search for a General Accounting Expense Document

### Scenario

You need to research a General Accounting Expense (GAX) document to determine when a payment was processed. Use the Disbursement Request (DISRQ) table to locate the document information.

### Setup


- ✓ User is logged into the AFIS Home Page.

### Steps

- A. Navigate to the Disbursement Request table.
  1. In the Primary Navigation Panel, in the **Jump to** field, enter **DISRQ**.
  2. Click **Go**. The Disbursement Request (DISRQ) table opens.

Document	Vendor Code	Legal Name	Accounting Line Amount
✓ <a href="#">GAX,100,INST 1.2</a>	VC000000261	Instructor 1	\$545.00
<a href="#">GAX,100,INST 1.3A</a>	0000010299	PHX MEM HOSP DBA PHX HLT PLN	\$6,000.00
<a href="#">GAX,100,INST 1.3B</a>	0000010299	PHX MEM HOSP DBA PHX HLT PLN	\$530.00
<a href="#">GAX,100,INSTRUCT 5.3</a>	VC000000169	Dell-100	\$50.00
<a href="#">GAX,100,INSTRUCT 6.2</a>	APPLE INC.	Apple Inc.	\$500.00
<a href="#">GAX,101,STU 1 1.2</a>	VC000000231	Student 1	\$545.00
<a href="#">GAX,101,STU 1 1.3A</a>	0000010299	PHX MEM HOSP DBA PHX HLT PLN	\$6,000.00
<a href="#">GAX,101,STU 1 1.3B</a>	0000010299	PHX MEM HOSP DBA PHX HLT PLN	\$530.00
<a href="#">GAX,101,STU 1 4.2</a>	PLACEHOLDER	Placeholder Vendor	\$100,000.00
<a href="#">GAX,101,STU 1 4.6</a>	VC000000231	Student 1	\$50.00

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[Save](#) [Undo](#) [Search](#) 

▼ Vendor

Doc Code : <input type="text" value="GAX"/>	Legal Name : <input type="text" value="Instructor 1"/>
Doc Dept : <input type="text" value="100"/>	Vendor Alias Name : <input type="text"/>
Doc ID : <input type="text" value="INST 1.2"/>	Address Code : <input type="text" value="AD001"/>
Vendor Line Number : <input type="text" value="1"/>	Address 1 : <input type="text" value="1001 South IH35"/>
Date of Record : <input type="text" value="11/12/2014"/>	Address 2 : <input type="text"/>
Vendor Code : <input type="text" value="VC000000261"/>	City : <input type="text" value="Round Rock"/>
Vendor Contact ID : <input type="text" value="PC001"/>	State : <input type="text" value="Texas"/>
Bob Smith	Zip Code : <input type="text" value="78664"/>
Phone : <input type="text" value="512-728-4100"/>	Taxpayer ID Number : <input type="text"/>
Phone Extension : <input type="text"/>	Taxpayer ID Type : <input type="text"/>
Email Address : <input type="text" value="bobsmith@dell.com"/>	Miscellaneous Vendor Flag : <input type="text" value="No"/>
Fax Number : <input type="text"/>	Traveler ID : <input type="text"/>
Fax Extension : <input type="text"/>	Trip ID : <input type="text"/>
	Payment Method : <input type="text"/>

- B. Locate the General Accounting Expense document information.
  1. Below the grid, click **Search**.

2. In the Search pop-up window, in the **Doc ID** field, enter *the document ID you just entered in the prior activity*.
3. Click **Ok** to return to the Disbursement Request table.
4. In the grid, click the line for the document to view the details in the scalar at the bottom of the page.
5. In the scalar, click **Disbursement Control**, to expand that section.
6. Observe the **Scheduled Payment Date** on the document.

▼ Vendor

Doc Code : GAX

Doc Dept : 101

Doc ID : STU 1 4 6

Vendor Line Number : 1

Date of Record : 11/01/2014

Vendor Code : VC000000231

Vendor Contact ID : PC001

Bob Smith

Phone : 512-728-4100

Phone Extension :

Email Address : bobsmith@deli.com

Fax Number :

Fax Extension :

Legal Name : Student 1

Vendor Alias Name :

Address Code : AD001

Address 1 : 1001 South IH35

Address 2 :

City : Round Rock

State : Texas

Zip Code : 78664

Taxpayer ID Number :

Taxpayer ID Type :

Miscellaneous Vendor Flag : No

Traveler ID :

Trip ID :

Payment Method :

► Payee

▼ Disbursement Control

Scheduled Payment Date : 11/06/2014

Single Payment : ☐

Handling Code :

Online Disb Request : ☐

Disbursement Management : ☐

User Hold : ☐

Restricted : ☐

Hold Payment Reason :

System Hold Flag : No

System Hold Reason : Blank

Priority : 99

Payment Type :

Scheduling Reason Code :

Disbursement Format : WAR

Disbursement Category : INP

Disbursement Type : Warrant

Consolidation Object 1 :

Consolidation Object 2 :

Consolidation Object 3 :

Consolidation Object 4 :

Consolidation Object 5 :

Consolidation Object 6 : 101

Sort Object 1 :

Sort Object 2 :

Contract Withholding Exempt : ☐

7. Click **Home** in the Primary Navigation Panel to return to the Home Page.

## 4. Additional Functionality in a Payment Document

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### Learning Objectives

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In this lesson, you will:

- Review the partial payment options
- Identify the different disbursement options on a payment request document
- Create a manual disbursement
- Cancel a manual disbursement
- Search for disbursements on the Accounting Journal and Check Reconciliation tables

### Lesson Overview

---

In AFIS, there are other options for processing payments that will be needed in certain situations. Partial payments can be created which will only partially liquidate reference encumbrance documents. Disbursement options for payments are available for specific scenarios, such as creating a consolidated payment or applying a discount. When an on-demand payment needs to be processed, users can create a manual disbursement instead of waiting for the automated disbursement process to run.

#### 4.1. Partial Payment Options

---

In AFIS, expense documents can be processed as full or partial payments. A partial payment partially liquidates the referenced encumbrance. Partial payments use a Ref Type of **Partial** for a non-full payment that does not completely close out the encumbrance or a Ref Type of **Final** for a non-full payment that closes out the encumbrance.

**ACTIVITY 4.1****Create a Partial Payment****Scenario**

You have received a request to process a partial payment that does not completely liquidate the referenced encumbrance.


**Setup**

- ✓ User is logged into the AFIS Home Page.

**Steps**

- Navigate to the General Accounting Encumbrance document.
  - On the Secondary Navigation Panel, click **Search**.
  - Click **Document Catalog**.
  - In the **Code** field, enter **GAE**.
  - In the **Dept** field, enter the data from *your student data card*.
  - Click **Browse**.
  - In the search results, click the **ID** of the GAE document on the data from *your student data card*.

Document Catalog

Create 

Document Identifier

Code : GAE Unit :

Dept. : 101 ID :

User Information

Document State

Browse Clear

Open Validate Submit Copy

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	GAE	101		<a href="#">201500000011</a>	No	1	New	Draft	Held	4/8/15	Student1	\$50.00	Yes
<input type="checkbox"/>	GAE	101		<a href="#">STU 1.1.2</a>	No	1	New	Final	Submitted	10/27/14	Training	\$800.00	Yes
<input type="checkbox"/>	GAE	101		<a href="#">STU 1.1.2</a>	No	2	Modification	Draft	Held	4/8/15	Student1	\$800.00	Yes
<input type="checkbox"/>	GAE	101		<a href="#">STU 1.1.3A</a>	No	1	New	Final	Submitted	11/25/14	Training	\$15,000.00	Yes
<input type="checkbox"/>	GAE	101		<a href="#">STU 1.4.2</a>	No	1	New	Final	Submitted	10/7/14	Training	\$100,000.00	Yes
<input checked="" type="checkbox"/>	GAE	101		<a href="#">STU 1.5.1</a>	No	1	New	Final	Submitted	10/27/14	dboudrie	\$1,000.00	Yes
<input type="checkbox"/>	GAE	101		<a href="#">STU 4.4</a>	No	1	New	Final	Submitted	10/27/14	Training	\$200.00	Yes

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- B. Create a General Accounting Expense document.
1. Observe the Actual Amount of the **GAE** document.
  2. At the bottom of the page, click **Copy Forward**.

3. On the **Copy Forward** screen, in the **Doc Department Code**, enter the data from **your student data card**.
4. Check the **Auto Numbering** check box.
5. Verify that the Target Document Code selected is GAX.
6. Click **Ok**. The Draft GAX document opens.

7. Write down the ID number: \_\_\_\_\_

- C. Complete the Header component of the General Accounting Expense document.
1. On the **General Information** tab, in the **Document Description** field, enter **Partial Payment**.
  2. Since this document is copied forward, data entry is reduced. Other required fields will populate during Validation.
- D. Navigate to and complete the Accounting component.
1. Click the **Accounting** component to expand that component.
  2. Observe the **General Information** tab.

- The **Line Amount** field contains the amount copied forward from the GAE document, instead of that amount enter in **700.00**.

Accounting

Total Lines: 1    Accounting Line: 1    Line Amount: \$1,000.00    Line Open Amount: \$1,000.00

General Information    Reference    Fund Accounting    Detail Accounting    Service Dates    Additional Amounts

Event Type: AP01

Accounting Template:

Line Description:

Line Amount: 700

Line Closed Amount: \$0.00

Line Closed Date:

Line Open Amount: \$1,000.00

Referred Line Amount: \$0.00

Interest Ineligible: ☐

Payment Type:

Budget FY: 2015

Fiscal Year:

Period:

Bank:

Vendor Invoice Number:

Vendor Invoice Line:

Vendor Invoice Date:

Tracking Date:

Check Description:

Special Instructions Code:

Save    Undo    Insert New Line    Insert Copied Line    Edit with Grid

- Click on **Reference** tab.
- Verify the Ref Type is Partial.

General Information    Reference    Fund Accounting    Detail Accounting    Service Dates    Additional Amounts

Ref Doc Code: GAE

Ref Vendor Line: 1

Debt ID:

Ref Doc Dept: 101

Ref Commodity Line:

Schedule Number:

Ref Doc ID: STU 1 5.1

Ref Accounting Line: 1

Schedule Line:

Ref Type: Partial

- Click the **Fund Accounting** tab.
- Verify that the Fund, Department, Unit, Appr Unit, and Object fields have been populated with information copied forward from the GAE.

General Information    Reference    Fund Accounting    Detail Accounting    Service Dates    Additional Amounts

Fund: 9001

Object: 7599

OBSA:

Sub Fund:

Sub Object:

Sub OBSA:

Department: 101

Revenue:

Dept Object:

Unit: 0101

Sub Revenue:

Dept Revenue:

Sub Unit:

BSA:

Appr Unit: 1010000

Sub BSA:

- Validate and submit the document for approval.
  - Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **"Document Validated Successfully."**
  - Click **Submit** to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: **"Document submitted successfully."**
  - Click **Close**.
  - Click **Home** in the Primary Navigation Panel to return to the Home Page.

## F. Navigate to the General Accounting Encumbrance document.

1. On the Secondary Navigation Panel, click **Search**.
2. Click **Document Catalog**.
3. In the **Code** field, enter **GAE**.
4. In the **Dept.** field, enter the data from *your student data card*.
5. Click **Browse**.

6. In the search results, click the **ID** of the GAE document enter the data *from your student data card*.

## G. Review a General Accounting Encumbrance Document.

1. Observe the **Actual Amount** of the General Accounting Encumbrance document.
2. Observe the **Closed Amount** of the General Accounting Encumbrance document.
3. Observe the **Open Amount** of the General Accounting Encumbrance document.

4. Click **Home** in the Primary Navigation Panel to return to the Home Page.

## 4.2. Identify Different Disbursement Options on a Payment Document

The following options are available on a payment document for disbursement.

- Payment Consolidation
- Single Payment
- Hold Warrant for Pickup
- Request Same Day Payment
- Pay a Third Party
- Apply a Discount

### Payment Consolidation

All payments are consolidated by document department.

### Single Payment

When the Single Payment Flag on the Vendor/Customer record is selected, the vendor will receive one warrant/electronic fund transfer (EFT) per unique payment document (GAX). If this flag is not checked, then the payments are grouped in the disbursement by agency.

With the Single Payment check box, users can require that a single warrant is issued to a vendor for each payment transaction; this overrides the Payment Consolidation rule. If the Single Payment box is checked, then warrants will not consolidate with other payment made by same department, even if more than one expenditure document disburses a warrant for the same vendor.

▼ Disbursement Options

Category : PYCN

Description : Payment Consolidation Te

Default Type : Warrant

Default Priority : 99

Default Format : WAR

Default Format Description :

Scheduled Payment Day :

Single Payment Indicator : ☐

Name on Check : Legal Name

Hold Payment : ☐

Hold Payment Authorized By :

Hold Payment Authorized On :

Hold Reason :

Prevent New Spending : ▼

Third Party Code :

Third Party Name :

Third Party Approved By :

Third Party Approved On :

Third Party Reason :

Always Infer Third Party Vendor : ☐

Third Party Address ID :

The accepted way to override Payment Consolidation is to apply to a single payment, create a General Accounting Expense (GAX) document and on the Vendor component Disbursement Options tab check the Single Payment check box.

## Hold Warrant for Pickup

When a payment is created, Hold for Pickup can be indicated on the document. On the Vendor component Disbursement Options tab in the Disbursement Category field, enter or select PULL from the picklist.

## Pay a Third Party

Special payment arrangements can be specified when payment should not be made to the vendor identified in the Vendor/Customer field on the payment. There are three ways to pay a third party:

- If the Vendor is set up to Always Infer Third Party Vendor on the Vendor/Customer (VCUST) table, then no action is required.
- If the Vendor has a third party assigned to it on the Vendor/Customer (VCUST) table but is not set up to Always Infer Third Party Vendor, then the option exists to Pay Third Party on the payment request.
- If there is no assigned third party for the Vendor, then users can designate a one-time payment to a third party that is flagged as eligible to receive a payment. To be eligible, the vendor must already exist, be active, and be flagged as a Third Party Vendor on the VCUST table.

The third scenario allows the user to enter payments to an ad hoc payee. Payment to a third party payee is designated on the Header component Payee tab of the payment document, by entering the payee's information manually. Also, the Pay Third Party field in the Vendor component is not checked since this would block the Payee fields on the Header from data entry.

## Apply a Discount

Discount Terms are most commonly entered on the Payment Request document or inferred from the vendor terms and are calculated during the overnight process. The discount terms are available for review on the Payment Request document. The Payment Request represents the final point in which Discount Terms may be changed.

While the payment is outstanding, the Discount Amount field on the payment Header is \$0. After the payment is disbursed and the discount is taken, the discount amount will change to an amount greater than \$0, which represents the amount taken in discount.

### How Discounts are Determined

In a General Accounting Expense (GAX) or PRCPZ1 document, the number of days entered in the Days 1-4 fields on the Discount Terms tab of the Accounting line, indicate the amount of days that can elapse between the Invoice Date or the service to and from dates and the Disbursement Date in order for the corresponding Discount Percentage to be applied to the payment.

Days	Percent	Discount Always
Days 1: 5	Percent 1: 5.0000	Discount Always 1: <input checked="" type="checkbox"/>
Days 2:	Percent 2:	Discount Always 2: <input type="checkbox"/>
Days 3:	Percent 3:	Discount Always 3: <input type="checkbox"/>
Days 4:	Percent 4:	Discount Always 4: <input type="checkbox"/>

When disbursements process a payment, the discount schedule is applied. If the payment day falls within one day of a specified number of days, then the corresponding percentage is applied. If an Invoice Date is not entered on the Payment Request document, the service to and from dates will be used to calculate the discount days. The service to and from dates on an expenditure document will default to the current date if not entered.

For example, using the following discount schedule:

Number of Days	Percentage
5	3%
15	2%
16 or greater	0%

If the payment is processed 12 days from the Invoice Date, then a 2% discount would be deducted from the payment.

## 4.3. Manual Disbursement

A Manual Disbursement (MD) document is used to record manually written warrants in AFIS or to record warrants issued outside of AFIS but recorded for reconciliation purposes for warrant reconciliation. On-Demand warrants are usually issued immediately, when the recipient of the warrant cannot wait for the normal disbursement. A Manual Disbursement can be used to do the following:

- Record a manually written warrant or warrant in AFIS after it has been written
- Record a Manual Disbursement with the warrant data to be printed on the physical warrant.

In order to simplify data entry, following the creation, submission, and approval of a General Accounting Expense (GAX) document, a Manual Disbursement can be created by copying forward from the GAX document.

Besides a basic disbursement, there are several situations that require a modified process. These include the following:

- External Warrant – warrants issued out of a system other than AFIS
- Wire Transfer (MDWT1)
- Miscellaneous Vendor

Manual Disbursement (MD) documents update the Accounting Journal (JACTG) and Check Reconciliation (CHREC) tables.

## Basic Disbursement

A basic disbursement is created by copying forward from a General Accounting Expense (GAX) document. The data entry requirements for a basic disbursement are minimal because most of the data is pulled from the source document.

## External Warrant

When a warrant has been written outside of AFIS and needs to be recorded as a disbursement, a manual disbursement is used to record the transaction. An externally written warrant requires manual creation of a Manual Disbursement (MDCC1 or PMD1) document with a Disbursement Type set to Warrant. For example; warrants issued out of HRIS.

	Code	Dept.	Unit	ID	Comments	Version	Function	Phase	Status	Date	User ID	Amount	Active
<input type="checkbox"/>	MDCC1	AAA		<a href="#">JPTEST10</a>	No	1	New	Draft	Rejected	10/3/14	slandis	\$0.00	Yes
<input type="checkbox"/>	MDCC1	DEA		<a href="#">DEBK29-01</a>	No	1	New	Final	Submitted	9/22/14	slandis	\$520.44	Yes
<input type="checkbox"/>	MDCC1	DEA		<a href="#">DEBK30-02</a>	No	1	New	Final	Submitted	9/22/14	slandis	\$400.00	Yes
<input type="checkbox"/>	MDCC1	DEA		<a href="#">DEBK31-01</a>	No	1	New	Historical (Final)	Submitted	9/22/14	slandis	\$555.55	Yes
<input type="checkbox"/>	MDCC1	DEA		<a href="#">DEBK31-01</a>	No	2	Cancellation	Final	Submitted	10/3/14	slandis	\$555.55	Yes
<input type="checkbox"/>	MDCC1	DEA		<a href="#">LBU0250001</a>	No	1	New	Draft	Rejected	9/15/14	krobinson	\$1,000,000.00	Yes
<input type="checkbox"/>	MDCC1	DEA		<a href="#">LBU0250002</a>	No	1	New	Draft	Held	9/15/14	krobinson	\$1,000,000.00	Yes
<input type="checkbox"/>	MDCC1	DEA		<a href="#">LBU0250003</a>	No	1	New	Draft	Held	9/15/14	krobinson	\$1,000,000.00	Yes
<input type="checkbox"/>	MDCC1	DEA		<a href="#">LBU0250004</a>	No	1	New	Draft	Held	9/15/14	krobinson	\$1,000,000.00	Yes
<input type="checkbox"/>	MDCC1	DEA		<a href="#">LBU0250005</a>	No	1	New	Draft	Held	9/15/14	krobinson	\$1,000,000.00	Yes

## Wire Transfer

A wire transfer can be used to record the accounting for a wire issued by the Treasurer's Office. A Manual Disbursement for Wire Transfer (MDWT1) document is used with a Disbursement Type field set

by default.

The screenshot displays the AFIS Accounts Payable interface for a 'Manual Disbursement - Wire Transfer (MDWT1)'. The top navigation bar includes links for Procurement, Budgeting, Accounts Receivable, and Accounts Payable. The main form area is titled 'Header' and contains several tabs: 'General Information', 'Payee', 'Cancellation', 'Additional Amounts', and 'Document Information'. The 'General Information' tab is active, showing fields for Document Name, Record Date, Check / EFT Issue Date, Budget FY, Fiscal Year, Period, Bank Account, Cash Account, Check Number, Manual Check, Contract Withholding Exempt, Printing Status Indicator, and Adjusting Entry. Below the form, there are buttons for 'Save', 'Undo', 'Payment Printing', 'Disbursement Query', and 'Disbursement Detail Query'. At the bottom, there are buttons for 'Vendor', 'Accounting', 'Posting', 'Copy', 'Validate', 'Submit', 'Discard', 'Print', 'Processing', 'Workflow', 'File', and 'Close'.

### ACTIVITY 4.3

## Create a Manual Disbursement for an External Warrant

### Scenario

You have received a request to process a manual disbursement for a warrant. Create a Manual Disbursement (MD) document to record the transaction.

Note: You will start with a GAX document and copy it forward the GAX to a MD document.

### Setup

- ✓ User is logged into the AFIS Home Page.

### Steps

- Create a new Manual Disbursement document.
  - On the Secondary Navigation Panel, click **Search**.
  - Click **Document Catalog**.
  - In the **Code** field, enter **GAX**.
  - In the **Dept.** field, enter the data from **your student data card**.
  - Click **Browse**.
  - In the grid below, click the **ID** of the document to open the GAX on the data from **your student data card**.



General Accounting Expense(GAX) Dept: 101 ID: STU 1 5.3 A Ver: 1 Function: New Phase: Final Modified by Training5 , 10/27/2014

**Header**

**General Information** Payee Additional Amounts Extended Description Contact Document Information

Document Name:

Record Date: 10/27/2014

Budget FY: 2015

Fiscal Year: 2015

Period: 4

Document Description: Training Expense

Pre-Processing Allowed: ☐

Bank Account:

Replacement: ☐

Contract Withholding Exempt: ☐

Cited Authority:

Escrow ID:

Actual Amount: \$50.00

Closed Amount: \$0.00

Closed Date:

Open Amount: \$50.00

Referenced Amount: \$0.00

Vendor Vendor Line: 1 Vendor Customer: VC000000231 Legal Name: Student 1

Accounting Total Lines: 1 Accounting Line: 1 Line Amount: \$50.00 Line Open Amount: \$50.00

Posting Total Lines: 1 Posting Line: 1

Edit Copy Copy Forward Discard Print Processing Workflow File Close

B. Create a General Accounting Expense document.

1. Observe the Actual Amount of the **GAX** document.
2. At the bottom of the page, click **Copy Forward**.
3. On the Copy Forward screen, in the **Doc Department Code**, enter the data from *your student data card*.
4. Check the **Auto Numbering** check box.
5. Verify that the Target Document Code selected is MD.

**Copy Forward**

From Document

Category: ABS Doc Dept: 101

Type: ABS Doc Unit:

Code: GAX ID: STU 1 5.3 A

Select Entire Document: ☒ Version: 1

To Document

Doc. Department Code: 101 Document Id:

Unit Code:  Auto Numbering: ☒

Target Doc Type	Target Doc Code	Description
✓ MD	MD	Create MD from GAX
MD	MDWT1	Create MDWT1 from GAX
DRM	DRM	Create DRM from GAX
MD	EAMD	Create EAMD from GAX
MD	EAMD	Create EAMD from GAX with 2AL

First Prev Next Last

OK Cancel

6. Click **Ok**. The Draft MD document opens.
7. Write down the ID number: \_\_\_\_\_

C. Complete the Header component of the document.

1. On the Header component, in the **General Information** tab, in the **Bank Account** field, enter **BK01**.
2. The **Disbursement Type** is set to **Warrant**.

D. Navigate to the **Vendor** component of the document.

1. Click on the **Vendor** component at the bottom of the page to expand that component.
2. Verify that the Vendor Customer is correct.
3. Verify that the Vendor Address code is correct.

E. Navigate to the **Accounting** component **General Information** tab.

1. Click on the **Accounting** component at the bottom of the page to expand that component.
2. Verify the event type is **DI51**.
3. Verify that the amount is what was entered on the **GAX**.

Accounting Total Lines: 1 Accounting Line: 1 Line Amount: \$50.00

General Information Reference Fixed Asset Intent Reference Fund Accounting Detail Accounting Additional Amounts Additional Information

Event Type: DIS1  
 Accounting Template:  
 Line Descr:  
 Check Descr:  
 Line Amount: \$50.00  
 Check Amount: \$50.00  
 Interest Ineligible Flag:  
 Interest Calculated or Bypassed:  
 Calculated Interest Amount:  
 PY Accrual/Clearing %:

Budget FY: 2015  
 Fiscal Year:  
 Period:  
 Bank Account: BK01  
 Vendor Inv No.:  
 Vendor Inv Ln: 0  
 Vendor Inv Dt:  
 Invoice Received Date:  
 Service From Date: 10/27/2014  
 Service To Date: 10/27/2014  
 Replacement:  
 Procurement Folder:  
 Procurement Type ID:  
 Procurement Type:  
 Trip ID:  
 Payment Method:

Save Undo Insert New Line Insert Copied Line Edit with Grid View Procurement Folder

F. Navigate the **Accounting** component, **Fund Accounting** tab.

1. Click on the **Fund Accounting** tab.
2. Verify that the Fund, Department, Unit, Appr Unit, and Object fields have been populated with information copied forward from the GAX.

General Information Reference Fixed Asset Intent Reference **Fund Accounting** Detail Accounting Additional Amounts Additional Information

Fund: 9001  
 Sub Fund:  
 Department: 101  
 Unit: 0101  
 Sub Unit:  
 Appr Unit: 1010000

Object: 7597  
 Sub Object:  
 Revenue:  
 Sub Revenue:  
 BSA:  
 Sub BSA:

OBSA:  
 Sub OBSA:  
 Dept Object:  
 Dept Revenue:

G. Validate and submit the document for approval.

1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **"Document Validated Successfully."**
2. Click on the **Posting** component.
3. Observe the posting amount.

Posting Total Lines: 2 Posting Line: 1

Line	Function	Debit Posting Credit Posting	Debit Posting Name Credit Posting Name	Debit Amount	Credit Amount
1	Liquidation	D001 D011	Disb Payable External AE	\$50.00	\$50.00
2	Non-Standard	D013 D007	Cash Exp - Wmnt Warrant Payable	\$50.00	\$50.00

From 1 to 2 Total: 2 First Previous Next Last Go to line: Go

4. Click **Submit** to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: **"Document submitted successfully – Final"**.
5. Click **Close**.

6. Click **Home** in the Primary Navigation Panel to return to the Home Page.

## 4.4. Search for a Manual Disbursement

---

Manual Disbursement (MD) documents can be found by searching the Accounting Journal (JACTG) and Check Reconciliation (CHREC) tables. By entering the appropriate search criteria, such as Doc CD (code), or Department, results can be narrowed down significantly.

### ACTIVITY 4.4

#### Search for a Manual Disbursement Document

##### *Scenario*

You need to research a Manual Disbursement (MD) to determine that a payment was correctly processed. Use the Accounting Journal (JACTG) and Check Reconciliation (CHREC) tables to locate the document information.

##### *Setup*

- ✓ User is logged into the AFIS Home Page.

##### *Steps*

- A. Navigate to the Accounting Journal table.
  1. In the Primary Navigation Panel, in the **Jump to** field, enter **JACTG**.
  2. Click **Go**. The Accounting Journal (JACTG) table opens along with a Search pop-up window.
- B. Locate the Manual Disbursement document information.
  1. In the Search pop-up window, in the **Doc CD** field, enter **MD**.
  2. In the **Doc ID** field, enter the ID from the previous activity.
  3. Click **Ok** to return to the Accounting Journal table.
  4. In the grid, click the line for the document to view the details in the scalar at the bottom of the page.

5. Observe the information in the General Accounting section.

**Accounting Journal** [Menu Back](#)

Run Tm	Document	Doc Pstng Ln	Dr/Cr	Pstng Am
✓ 04/12/2015	MD.101.150406000004.1	1	C	(\$50.00)
04/12/2015	MD.101.150406000004.1	1	D	\$50.00
04/12/2015	MD.101.150406000004.1	2	D	\$50.00
04/12/2015	MD.101.150406000004.1	2	C	(\$50.00)

First Prev Next Last [Download](#)

[Copy](#) [Search](#)

[Calculate Total](#) Calculated Amount :

**General Accounting**

Doc Record Date : 04/06/2015 Posting Pair : A

Fiscal Period : 10 Posting Code : D011

Fiscal Year : 2015 Dr/Cr : C

Budget FY : 2015 Ln Func : Liquidation

Fiscal Quarter : 4 Pstng Am : (\$50.00)

Event Category : AP Incr/Dcrs : I

Event Type : AP01 Run Tm : 04/12/2015

Bank Account : BK01

6. In the scalar, click **Document/Referenced Info**, to expand that section.

7. Observe the reference information for the document.

**Document/Referenced Info**

Doc Category : AP Last User ID : Student1

Doc Type : MD Ref Doc Code : GAX

Doc CD : MD Ref Doc Dept : 101

Doc Dept : 101 Ref Doc ID : STU 1 5.3 A

Doc ID : 150406000004 Ref Vendor Line : 1

Doc Vers : 1 Ref Commodity Line : 0

Doc Function : 1 Ref Accounting Line : 1

Doc Vendor Line : 1 Ref Posting Line : 1

Doc Unit : Ref Type : Final

Doc Commodity Line : 0

Doc Accounting Line : 1

Doc Pstng Ln : 1

8. Click **Home** to return to the Home Page.

C. Navigate to the Check Reconciliation table.

1. In the Primary Navigation Panel, in the **Jump to** field, enter **CHREC**.

2. Click **Go**. The Check Reconciliation (CHREC) table opens.

**Check Reconciliation** [Menu Back](#)

Bank Account	Check / EFT	Amount	Issue Date	Record Date	Status	Document
✓ BK01	0000000000000000	\$1,000.00	07/01/2014	07/01/2014	Disbursed	<a href="#">AD.AAA.201500000002.1</a>
BK01	0000000000000000	\$225.05	10/06/2014	10/06/2014	Cancelled	<a href="#">AD.DTA.141006000132.2</a>
BK01	0000000000000000	\$100,000.00	10/23/2014	10/23/2014	Disbursed	<a href="#">MD.200.UATTRAIN001.1</a>
BK01	0000000000000000	\$202.05	09/26/2014	09/29/2014	Disbursed	<a href="#">MD.DTA.MD.NO.REF.1</a>
BK01	000000004121501	\$50.00	04/06/2015	04/06/2015	Warranted	<a href="#">MD.101.150406000004.1</a>
BK01	000000102314200	\$50.00	10/23/2014	10/23/2014	Warranted	<a href="#">MD.200.141023000002.1</a>
BK01	000000210000000	\$1,000.00	07/05/2014	07/05/2014	Warranted	<a href="#">AD.AAA.201500000004.1</a>
BK01	000000210000001	\$0.00	08/15/2014	08/15/2014	Warranted	<a href="#">AD.AAA.140815000011.1</a>
BK01	000000210000003	\$606.00	08/15/2014	08/15/2014	Warranted	<a href="#">AD.DTA.140815000028.1</a>
BK01	000000210000004	\$2,001.99	08/15/2014	08/15/2014	Warranted	<a href="#">AD.AAA.140815000032.1</a>

First Prev [Next](#) Last

[Copy](#) [Search](#)

D. Locate the Manual Disbursement document information.

1. In the Check Reconciliation table, click **Search**.
2. In the **Doc Code** field, enter **MD**.
3. In the **Check/EFT** field, enter **\* followed by the warrant number from the previous activity (MMDDYY and student ID)**.
4. Click **Ok**.

The screenshot shows the 'Check Reconciliation' interface. At the top, there's a title bar 'Check Reconciliation' and a 'Menu Back' link. Below it is a table with columns: Bank Account, Check / EFT, Amount, Issue Date, Record Date, Status, and Document. The table contains one row with the following data: BK01, 000000004121501, \$50.00, 04/06/2015, 04/06/2015, Warranted, and MD.101.150406000004.1. Below the table are navigation links: First, Prev, Next, Last. Underneath is a 'Copy Search' section. The main form area contains fields for: Bank Account (BK01), Doc Code (MD), Check / EFT (000000004121501), Doc Dept (101), Amount (\$50.00), Doc ID (150406000004), Issue Date (04/06/2015), Record Date (04/06/2015), Last Action (04/06/2015), Status (Warranted), Cancellation Reason (dropdown), Cleared Date (text), and Comments (text area). At the bottom, there are several links: Check Status Update, Check Writer Payment, Check Exception, Disbursement Detail Query, and Accrual Inquiry.

Bank Account	Check / EFT	Amount	Issue Date	Record Date	Status	Document
BK01	000000004121501	\$50.00	04/06/2015	04/06/2015	Warranted	MD.101.150406000004.1

First Prev Next Last

Copy Search

Bank Account : BK01 Doc Code : MD

Check / EFT : 000000004121501 Doc Dept : 101

Amount : \$50.00 Doc ID : 150406000004

Issue Date : 04/06/2015

Record Date : 04/06/2015

Last Action : 04/06/2015

Status : Warranted

Cancellation Reason :

Cleared Date :

Comments :

Check Status Update Check Writer Payment

Check Exception Disbursement Detail Query Accrual Inquiry

5. In the grid, click the line for the document to view the details in the scalar at the bottom of the page.
6. Observe the information presented along with the links to other queries at the bottom of the page.
7. When you are finished, click **Home** to return to the Home Page.

## 4.5. Cancel a Manual Disbursement

A Manual Disbursement can be cancelled by using the Discard feature to create a cancellation version of the document. Information is then entered on the Header component Cancellation tab regarding the type and reason for cancellation.

Manual Disbursement(MD)	Dept: 101	ID: STU 1 - 3.3	Ver.: 2	Function: Cancellation	Phase: Draft		Modified by Student1 , 04/08/2015
-------------------------	-----------	-----------------	---------	------------------------	--------------	---	-----------------------------------

A cancellation of a manual disbursement updates the Accounting Journal (JACTG) and Check Reconciliation (CHREC) tables. The nightly reconciliation process will move a cancelled warrant from Check Reconciliation (CHREC) table to the Paid Check table.

On the Cancellation tab, the Cancellation Type and Reason are required fields, the rest are optional. The following fields are available for data entry on the Cancellation tab:

- Cancellation Type
- Cancellation Reason
- Cancellation Comment
- Schedule Payment Date
- Hold Type
- Hold Request Description
- Payment Hold Type Department
- Payment Hold Type Unit

## 5. Modifying and Canceling Payments and Disbursements

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### Learning Objectives

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In this lesson, you will:

- Modify a payment request
- Modify disbursement options with a disbursement request modification document
- Cancel a payment request
- Cancel a disbursement
- Review the ACH Return from the State servicing bank process

### Lesson Overview

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AFIS provides several options for correcting processing errors. Payment request and disbursement documents can be modified or cancelled. Cancelled disbursements can be rescheduled or placed on hold. After a specified amount of time has passed, the warrants can be stale dated.

#### 5.1. Modify a Payment Request

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Documents that are in Draft phase can be changed at any time by clicking the Edit button. Once a document is approved, it reaches the Final phase and is accepted into AFIS. If a document in Final phase requires modification, the Edit feature will create a new version of the document. Previous versions of the document are set to Historical-Final and will appear with that phase in the Document Catalog.

Modifications can only be made to a payment request before it has been disbursed, through the manual or automated disbursement process. If the Closed Amount is \$0.00 and the Closed Date on the Header component is not populated, then the payment request has not been closed and can still be modified. If it is only partially closed, look at the Closed Amount and Closed Date fields on the Accounting component to determine if the line that requires modification is closed.

Once a payment request (GAX) has been disbursed (closed), changes cannot be made until the warrant paying the Accounting line has been cancelled and the payment request is re-opened.

Modifications made to a payment request (GAX) that references another document can also impact the referencing document, or may not be able to be made because of the referencing document.



## 5.2. Modify Disbursement Options with a Disbursement Request Modification Document

Disbursement Options cannot be modified on a General Accounting Expense (GAX) document in Final phase. Key items on an approved payment request may need to be changed before disbursement occurs. Modifications to Procurement Request documents that originated in ProcureAZ must be done in ProcureAZ. Users can submit a Disbursement Request Modification (DRM) document to update the following items:

- Request for Single Warrant
- Request for Hold for Pickup
- Add a third party Payee
- Request a change to the Scheduled Payment Date
- Change EFT to Warrant

Most of these options are located on the Disbursement Control tab of the DRM document.

The screenshot shows the 'Disbursement Request Modification (DRM)' document interface. The header bar includes fields for Dept: 101, ID: 150408000006, Ver: 1, Function: New, Phase: Draft, and Modified by Student1 on 04/08/2015. Below the header is a 'List View' button. The main content area is divided into tabs: General Information, Payee, Reference, Disbursement Control (selected), and Document Information. The 'Disbursement Control' tab contains several fields and dropdown menus for modification:

- Scheduled Payment Date: [Text Field]
- Scheduling Reason Code: [Text Field]
- Single Payment: [No Change] (dropdown)
- Handling Code: [Text Field]
- Online Disb Request: [No Change] (dropdown)
- Disbursement Management: [No Change] (dropdown)
- User Hold: [No Change] (dropdown)
- Disbursement Format: [Text Field]
- Disbursement Category: [Text Field]
- Priority: [Text Field]
- Hold Payment Reason: [Text Field]

At the bottom of the form are buttons for Save, Undo, Copy, Validate, Submit, Discard, Print, Processing, Workflow, File, and Close.

Changes made through a DRM document do not update the referenced document on the document catalog but do update the Disbursement Request table. The Warrant/EFT generated uses the information on the Disbursement Request table.

On the Header component General Information tab of the DRM document, the Changes Applicable To field allows the selection of the type of change requested. The options are:

- **Document** – The DRM will modify the entire payment request, affecting all Accounting lines for every vendor on the document. Payee Assignment and Disbursement Options on the Header can be changed but the Vendor line cannot be modified.
- **Vendor** – The DRM will modify all Accounting lines for a specific vendor. More than one Vendor line can be inserted on the DRM for this type of change. The Disbursement Options in the Vendor line can be changed but the Payee Assignment and Disbursement Options in the Header cannot be modified.

Once a Disbursement Request Modification (DRM) document has been submitted to Final, it cannot be modified or cancelled. A new DRM document must be created to make additional changes. Users can view modifications to a Payment Request can viewed on the Disbursement Request (DISRQ) table.

## ACTIVITY 5.2

### Create a Disbursement Request Modification Document

#### Scenario

You have obtained approval on a General Accounting Expense (GAX) document, but you need to request that the warrant be held for pickup as a single warrant disbursement. Copy forward from the GAX to a Disbursement Request Modification (DRM) document to make the necessary changes.

#### Setup

- ✓ User is logged into the AFIS Home Page.

#### Steps

- A. Locate the General Accounting Expense document.
  1. On the Secondary Navigation Panel, click **Search**.
  2. Click **Document Catalog**.
  3. In the **Code** field, enter **GAX**.
  4. In the **Dept.** field, enter the data from *your student data card*.
  5. In the **ID** field, enter the data from *your student data card*.
  6. Click **Browse**.
  7. Click the **ID** of the payment document to open it.

General Accounting Expense(GAX) Dept: 101 ID: STU 1 6.2 Ver.: 1 Function: New Phase: Final Modified by Training , 11/01/2014

**Header**

General Information Payee Additional Amounts Extended Description Contact Document Information

Document Name:

Record Date: 11/01/2014

Budget FY: 2015

Fiscal Year: 2015

Period: 5

Document Description: Partial Payment

Pre-Processing Allowed: ☐

Bank Account:

Replacement: ☐

Contract Withholding Exempt: ☐

Cited Authority:

Escrow ID:

Actual Amount: \$500.00

Closed Amount: \$0.00

Vendor: Vendor Line: 1 Vendor Customer: APPLE INC. Legal Name: Apple Inc.

Accounting: Total Lines: 1 Accounting Line: 1 Line Amount: \$500.00 Line Open Amount: \$500.00

Posting: Total Lines: 1 Posting Line: 1

Edit Copy Copy Forward Discard Print Processing Workflow File Close

- B. Create a Disbursement Request Modification document using Copy Forward.
  1. In the GAX document, click **Copy Forward**.
  2. In the **Doc Department Code** field, enter the data from *your student data card*.
  3. Click the **Auto Numbering** check box.

4. Select the line for **DRM** in the Target Doc Type grid.

**Copy Forward**

From Document

Category : ABS Doc Dept : 101  
 Type : ABS Doc Unit :  
 Code : GAX ID : STU 1 6.2  
 Select Entire Document : ☒ Version : 1

To Document

Doc. Department Code : 101 Document Id :  
 Unit Code : Auto Numbering : ☒

Target Doc Type	Target Doc Code	Description
MD	MD	Create MD from GAX
MD	MDWT1	Create MDWT1 from GAX
✓ DRM	DRM	Create DRM from GAX
MD	EAMD	Create EAMD from GAX
MD	EAMD	Create EAMD from GAX with 2AL

First Prev Next Last

OK Cancel

5. Click **Ok**. The new DRM document opens.

6. Write down document number: \_\_\_\_\_

**Disbursement Request Modification(DRM)** Dept: 101 ID: 150408000007 Ver.: 1 Function: New Phase: Draft Modified by Student1 , 04/08/2015

- C. Complete the General Information tab of the Header component.

1. In the **Reason** field, enter **hold for pickup**.
2. In the **Document Description** field, enter **Warrant to be held for pickup**.
3. In the **Changes Applicable To** drop down, select **Document**.

**General Information** Payee Reference Disbursement Control Document Information

Document Name: Changes Applicable To: Document

Record Date: Reason: hold for pickup

Document Description: Warrant to be held for pickup.

4. Click the **Disbursement Control** tab.
5. In the **Disbursement Category** field, click the Pick List.
6. Select **Pull** from the Scalar.

7. In the **Single Payment** drop down, select **Yes**.

The screenshot shows the 'Disbursement Control' tab in the AFIS system. The 'Single Payment' dropdown menu is open, and 'Yes' is selected. Other fields include 'Scheduled Payment Date', 'Disbursement Format', 'Disbursement Category' (set to 'PULL'), 'Priority', 'Holding Payment Reason', 'Online Disb Request' (set to 'No Change'), 'Disbursement Management' (set to 'No Change'), and 'User Hold' (set to 'No Change').

8. Click the **Vendor** component.
9. Click on the **trash can** icon on the scalar.

Vendor Line	Vendor Code	Vendor Legal Name	Line Amount
1			

From 1 to 1 Total: 1

First Previous Next Last

Go to line: Go

10. In the pop-up window, click **Yes**.

D. Validate and submit the document for approval.

- Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **"Document Validated Successfully."**
- Click **Submit** to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: **"Document submitted successfully – Pending Approval."**
- Click **Close**.
- Click **Home** in the Primary Navigation Panel to return to the Home Page.

E. Navigate to the Disbursement Request table.

- In the Primary Navigation Panel, in the **Jump to** field, enter **DISRQ**.
- Click **Go**. The Disbursement Request (DISRQ) table opens.

F. Locate the General Accounting Expense document information.


- Below the grid, click **Search**.
- In the Search pop-up window, in the **Doc Dept** field, enter the **Dept** from *your student data card*.
- In the Search pop-up window, in the **Doc ID** field, enter the document ID you just *entered the document ID you just entered*.
- Click **Ok** to return to the Disbursement Request table.
- Click **Disbursement Control** section, to expand that section.

6. Observe the Disbursement Category is now Pull.

**Disbursement Request** [Menu Back](#)

Document	Vendor Code	Legal Name	Accounting Line Amount
<a href="#">GAX.101.STU.1.1.2</a>	VC000000231	Student 1	\$545.00
<a href="#">GAX.101.STU.1.1.3A</a>	0000010299	PHX MEM HOSP DBA PHX HLT PLN	\$6,000.00
<a href="#">GAX.101.STU.1.1.3B</a>	0000010299	PHX MEM HOSP DBA PHX HLT PLN	\$530.00
<a href="#">GAX.101.STU.1.4.2</a>	PLACEHOLDER	Placeholder Vendor	\$100,000.00
<a href="#">GAX.101.STU.1.4.6</a>	VC000000231	Student 1	\$50.00
<a href="#">GAX.101.STU.1.5.3A</a>	VC000000231	Student 1	\$50.00
✓ <a href="#">GAX.101.STU.1.6.2</a>	APPLE INC.	Apple Inc.	\$500.00








First Prev Next Last

[Save](#) [Undo](#) [Search](#) 

► **Vendor**

► **Payee**

▼ **Disbursement Control**

Scheduled Payment Date: 10/27/2014 	Disbursement Format: WAR 
Single Payment: <input checked="" type="checkbox"/>	Disbursement Category: PULL 
Handling Code: 	Disbursement Type: Warrant
Online Disb Request: <input type="checkbox"/>	Consolidation Object 1:
Disbursement Management: <input type="checkbox"/>	Consolidation Object 2:
User Hold: <input type="checkbox"/>	Consolidation Object 3:
Restricted: <input type="checkbox"/>	Consolidation Object 4:
Hold Payment Reason: 	Consolidation Object 5:
System Hold Flag: No	Consolidation Object 6: 101
System Hold Reason: Blank	Sort Object 1:
Priority: 99 	Sort Object 2:
Payment Type:	Contract Withholding Exempt: <input type="checkbox"/>
Scheduling Reason Code: 	

7. Click **Home** in the Primary Navigation Panel to return to the Home Page.

### 5.3. Cancel a Payment Request

A cancellation is allowed to the payment request (GAX) document before it has been disbursed. Cancellation of a payment request reopens the referenced lines of an encumbrance document. Previous versions of the document are set to Historical-Final when the cancellation version is submitted to Final.

All Cancellations will reverse the document's impact on all tables, and reverse ledger postings on the journals. A Cancellation version of a document is created by clicking the Discard button in the document.

#### Cancel a Payment Prior to Disbursement

There are several scenarios that would require the cancellation of a payment request (GAX). A user may need to cancel a payment request if the payment was made to the wrong vendor or if the accounting distribution on the referenced encumbrance is incorrect. In the case of the latter, it is better for the user to cancel the payment request and then modify the encumbrance.

The options vary depending on the phase of the document:

- **Pending** – Reject the document, the payment request returns to the Draft phase; open the document and click Edit
- **Final** – Open the payment request and click Discard

Always review the Posting line to be sure that the desired result has been achieved.

## Cancel a Payment in Final Phase after Disbursement

If a disbursement has been made by warrant, the department cancels the Manual or Automated Disbursement document. If the Disbursement and payment request (GAX) are both cancelled, the encumbrance is re-opened. For the encumbrance to be reopened, the PR Cancellation will have to be the selected cancellation type.

If it is necessary to cancel a payment request that has been disbursed, the disbursement document that references the payment request must be cancelled first. The disbursement document must be cancelled with the Cancellation Type **Close**. If you process a hold and reschedule the expenditure document opens.

### ACTIVITY 5.3

#### Cancel a General Accounting Expense Document

##### Scenario

You have received information that the wrong data was entered on the General Accounting Expense (GAX) document. The payment has not been disbursed, so you can cancel the GAX.

##### Setup

- ✓ User is logged into the AFIS Home Page.

##### Steps

- A. Locate and open the General Accounting Expense document.
  1. In the Secondary Navigation Panel, click **Search**.
  2. Click **Document Catalog**.
  3. In the **Code** field, enter **GAX**.
  4. In the **ID** field, enter **the GAX ID from Activity 5.1**.
  5. Click **Browse**.
  6. Click the **ID** of the document in the search results. The GAX document opens.

B. Discard the General Accounting Expense document.

1. Observe the **Closed Date** field is not populated, indicating that the GAX has not been disbursed.
2. Click the **Discard** button.

3. A window appears with a confirmation message.
4. Read the message and click **OK**.

C. Review and submit the new Cancellation version of the document.

1. Review the data to confirm that it is correct.
2. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **"Document Validated Successfully."**
3. Click **Submit** to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: **"Document submitted successfully – Pending Approval."**
4. Click **Close**.
5. Click **Home** in the Primary Navigation Panel to return to the Home Page.

## 5.4. Disbursement Cancellation Process

A disbursement can be cancelled in AFIS, as long as it has not cleared the bank. Once a disbursement is cancelled, it can be reissued, if necessary. Depending on whether or not the payment is still with the State, or has been sent to the vendor, different actions must be taken. For instance, if the payment has been sent to the vendor, a State Indemnity Form (SIF) must be completed which will request that the bank put a Stop Payment on the disbursement.



When a disbursement needs to be cancelled because a vendor was issued a payment in error, the user confirms the warrant has not been paid then cancels the original disbursement document with a cancellation type of **Close**. The disbursement cancellation request document routes through workflow for approval by a department approver and GAO. This process does not reopen the referenced payment request or reissue the payment to the vendor. To confirm the disbursement has been cancelled, navigate to the Disbursement Request (DISRQ) table, and verify the associated payment request document is not in the table.

When a payment has been disbursed but has not been received by a vendor, the most common approach is to reissue the payment after requesting that the bank put a Stop Payment on the original disbursement. The user confirms the warrant has not been paid and verifies the vendor's current address, before requesting a reissue of the payment. The user cancels the original disbursement document with the cancellation type of **Rescheduled**. After the document routes through workflow for approval, the user navigates to the Disbursement Request (DISRQ) table to verify the associated payment request document appears on the table and ready for disbursement.

Warrants initiated from ProcureAZ will also have to be cancelled in the same manner as AFIS initiated warrants. The only options for cancellation types for warrants that derive from an expenditure document (PRCPZ1) document initiated ProcureAZ are reschedule and hold.

## Cancel a Warrant

To cancel a warrant, the user cancels the outstanding disbursement document in AFIS. The disbursement cancellation document routes to workflow for approval by a department level approver and GAO. After approvals are submitted, the document is ready for re-issue, if required.

To cancel a warrant, select the **Discard** command from the Action Menu on the Automated Disbursement (AD) or Manual Disbursement (MD), which creates a Cancellation draft document of the disbursement. In the Cancellation version, navigate to the Header component and click the Cancellation tab. The following fields must be populated in order to complete the cancellation:

- **Cancellation Type**
  - **Reschedule** – Used to reverse the effects of the original disbursement and allows for rescheduling of the disbursement by specifying a new Scheduled Payment Date
  - **Close** – Used to cancel the disbursement and cancel the payment request
  - **Hold** – Used to reverse the effects of the original disbursement and places the payment on hold
  - **PR Cancellation** – Cancels the disbursement and triggers the cancellation of the payment request. This is allowed when a payment request was not paid by more than one disbursement document. The payment request lines are not placed back on DISRQ for repayment and the encumbrance lines are re-opened
- **Cancellation Reason**
  - **Lost** – Payee claims warrant was received and then lost

- **Stolen** – Payee claims warrant was stolen
- **Never Received** – Payee claims they never received the payment
- **Destroyed** – Payee claims warrant was destroyed
- **Incorrect Information** – Payee information is incorrect
- **Stale** – Money released on a disbursement but never cashed (up to 180 days). This will be system generated and not an option for a manually entered cancellation.
- **Cancellation Comment** – This field is used to add more detailed information about why the disbursement is being cancelled
- **Scheduled Payment Date** – This field is required if the payment is rescheduled

### ACTIVITY 5.4

#### Process a Disbursement Cancellation

##### Scenario

You need to cancel a disbursement and its referenced payment. You will discard the disbursement.

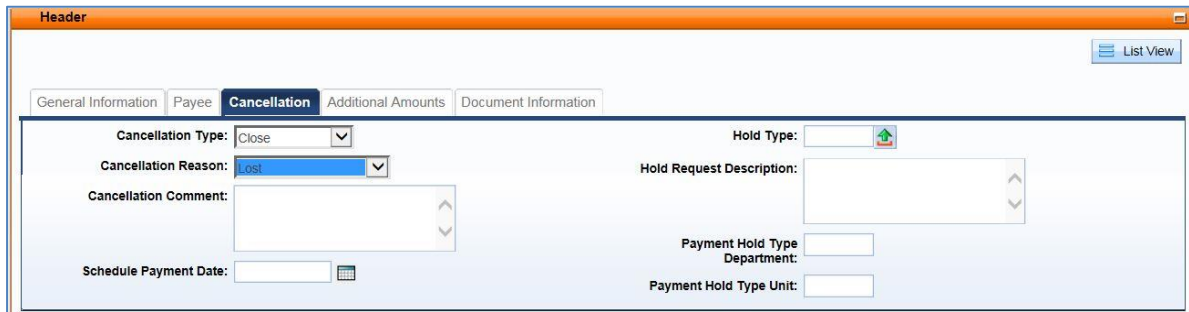
##### Setup

- ✓ User is logged into the AFIS Home Page.

##### Steps

- A. Locate the disbursement document that needs to be rescheduled.
  1. In the Secondary Navigation Panel, click **Search**.
  2. Click **Document Catalog**.
  3. In the **Code** field, enter **MD**.
  4. In the **Dept.** field, enter the data from **your student data card**.
  5. In the **ID** field, enter **the ID from activity 5.3**.
  6. Click **Browse**.
  7. In the list of documents, click the **ID** link to open the document.
- B. Discard the Manual Disbursement Document (MD).
  1. Click the **Discard** button.
  2. A window appears with a confirmation message.
  3. Read the message and click **OK**.
- C. Locate and complete the Cancellation tab.
  1. Click the **Cancellation** tab.
  2. In the **Cancellation Type** drop down box, select **Close**.

3. In the **Cancellation Reason** drop down box, select **Lost**.



The screenshot shows a web application window titled "Header" with a "List View" button in the top right corner. Below the header is a tabbed interface with four tabs: "General Information", "Payee", "Cancellation" (which is selected and highlighted in blue), and "Additional Amounts", followed by a "Document Information" tab. The "Cancellation" tab contains the following fields:

- Cancellation Type:** A dropdown menu with "Close" selected.
- Cancellation Reason:** A dropdown menu with "Lost" selected.
- Cancellation Comment:** A text area with a vertical scrollbar.
- Schedule Payment Date:** A date input field with a calendar icon.
- Hold Type:** A dropdown menu with a green up arrow icon.
- Hold Request Description:** A text area with a vertical scrollbar.
- Payment Hold Type Department:** A text input field.
- Payment Hold Type Unit:** A text input field.

- D. Review and submit the new Cancellation version of the document.
  1. Review the data to confirm that it is correct.
  2. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed in the upper left corner of the screen: **"Document Validated Successfully."**
  3. Click Submit to submit the document for approval. If the submission is successful, the following message is displayed in the upper left corner of the screen: **"Document submitted successfully – Final."**
  4. Click **Close**.
  5. Click **Home** in the Primary Navigation Panel to return to the Home Page.

# Appendix

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## Accounts Payable Reports

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The key reports needed to support the AFIS Accounts Payable business processes are listed below.

- **FIN-AZ-AP-N151** - Outstanding Warrants by Department - Report lists Outstanding warrants by department and includes issue and expiration dates. Some Warrant amounts are summarized by documents.
- **FIN-AZ-AP-N157** - Monthly Paid Warrants - This report provides monthly paid warrants by Department and Fund for a given Fiscal Year. Some Warrant amounts are summarized by documents.
- **FIN-AZ-AP-N291-RDD** - Warrant Register by Agency - Lists all warrants issued day before.
- **FIN-AZ-AP-N297-RDD** - Expired Warrants by Agency - This report shows all expired warrants by agency and any amounts transferred to Unclaimed Property.
- **FIN-AZ-AP-N345-RDD** - Open Encumbrance Report - The report provides a listing of open encumbrances inception to date up through the end of processing for the Fiscal Year (FY) and Accounting Period (APD) provided as prompted.
- **FIN-AZ-AP-N347-RDD** - Warrant Listing - Listing of all warrants/EFT by Bank and Document Code. Included fields are warrant/EFT number vendor information and warrant status.
- **FIN-AZ-AP-N349-RDD** - Payments pending by Department and Payment Date - Payments pending by Department and payment date.
- **FIN-AP-N378** - Paid Warrant Listing - Listing of all Paid Warrants by Bank Account and Document Codes - AD and MD. This report excludes EFT payments.
- **FIN-AZ-AP-N391** - Disbursements by Vendor - Report is a Listing of Disbursements by Vendor for a specified disbursement date range.
- **FIN-AZ-AP-N393** - Open Items – Encumbrances - This Report is a detailed listing of open Encumbrance documents with a fiscal period cutoff. This report is cumulative through APD "+[Accounting Period Prompt]"+."
- **FIN-AZ-AP-N394** - Open Items - Accounts Payable - Report is a detailed listing of payment requests and disbursement documents with a fiscal period cutoff for a given APD [Accounting Period Prompt].
- **FIN-AZ-AP-N456** - ACH Payment Transmittal Report - This report lists total ACH payments for prior day by ACH types.

## TERMINOLOGY

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The terms listed in Table 2 below are used throughout the Accounts Payable training guide.

**Table 2: Terminology**

<b>Term</b>	<b>Description</b>
Accounting Line	The level in a document where users enter a set of Chart of Accounts codes comprising a funding distribution and an event type.
Accounting Template	A unique identification code on a document with previously defined Chart of Accounts elements. A user can choose to use templates to facilitate and standardize data entry.
Award	Establishes a formal agreement with a vendor, either for the purchase of defined goods or services to set prices for future purchases.
Commodity-based Document	These documents have commodity lines. For commodity-based payment request documents (PRC, they require a reference to an encumbrance (PO) document.
Credit Memo	An amount issued by a vendor in order to reduce the amount that a customer owes from a previously issued sales invoice.
Disbursement	Liquidates the payable, and generates payment. The payment may be in the form of a warrant or Electronic Funds Transfer (EFT).
Document Catalog	Serves as a repository for all of the document forms created in AFIS. It is the central location in the system where all of the documents can be queried and processed by selected actions.
Electronic Funds Transfer (EFT)	The electronic movement of data between banks which results in a value transfer between accounts.
Encumbrance	A transaction setting aside budget for a future payment request.
Event Type	Identifies and records the type of financial activity for an accounting line of a document. Every accounting line must have an event type for all accounting based documents, and certain non-accounting documents. Users either enter the event type or have it defaulted by the system.
Fund	The Chart of Accounts element that represents a self-balancing set of accounts.
Fund Accounting	The Chart of Accounts view that displays funds and general ledger accounts. Fund accounting comprises the fund, revenue source, object of expenditure, and balance sheet account elements.
General Accounting Expense (GAX) document	A document used to make direct payments. This does not require a reference to an award document (such as a purchase order).
Journal	A historical record of processed accounting data that is stored by document in order of processing.
Ledger	Provides a summarized view of the same information as a journal, except the arrangement is by accounting distribution and, usually, a time period.
Object	The Chart of Accounts element that classifies expenditures into groups such as personal services and expenses.
Payment	The exchange of funds for goods received and/or services rendered. In AFIS, the payment process establishes a payable in the system and, if specified, liquidates the encumbrance.
Posting Code	A code called from an event type that contains instructions about how to update various journals and inquiry and controls tables with debits and credits. An event type contains a posting pair, which has two posting codes. The event

<b>Term</b>	<b>Description</b>
	type appears on the Accounting line; the posting code appears on the Posting line.
Posting Line	Level with the most detailed accounting information that is a common source of information used to update most of the system.
Stale Date Warrant	A warrant is stale when it has not been redeemed within the established number of days.

## LIST OF ACRONYMS

Table 3 lists the acronyms used in this guide.

**Table 3: Acronyms**

Acronym	Definition
ACTPL	Accounting Template
ACTPR	Accounting Profile
AD	Automated Disbursement
CEC	Commodity Encumbrance Correction
CHREC	Check Reconciliation
CR	Cash Receipt
CUSTS	Customer Information
DC	Disbursement Cancellation
DCM1	Disbursement Cancellation - Manual
DRM	Disbursement Request Modification
EFT	Electronic Funds Transfer
ENTY	Entity
FCLS	Fund Class
FDT	Future Document Triggering
GAE	General Accounting Encumbrance
GAEC	General Accounting Encumbrance Correction
GAERM	GA Encumbrance - Risk Management
GAETRI	Encumbrance-Real Estate
GAIP	GA Intercept Payment
GAX	General Accounting Expenditure
GAXB1	Payment Request - Balance Sheet
GAXCC	Payment Request - Cover Claim
GAXCM	Payment Request - Credit Memo
GAXR1	Payment Request - Revenue Refund
GAXRM	Payment Request - Risk Management
GAXTRI	General Accounting TRIRIGA
Table INTR	Table INTR – Intercept Request
IRM	Intercept Request Maintenance
IT	Intercept Transfer
PHLDTD	Payment Hold Type by Department
MD	Manual Disbursement
MDCC1	Manual Disbursement Cover Claim Warrant
MDWT1	Wire Transfer
PDCHK	Paid Checks Page
PO	Purchase Order Commodity Based
POPZ1	Purchase Order Commodity Based- ProcureAZ
PRCC	Procurement Card Payment Request
PRCPZ1	Payment Request Commodity Based- ProcureAZ
RQ	Requisition Commodity Based

<b>Acronym</b>	<b>Definition</b>
RQPZ1	Requisition Commodity Based - Procure AZ
VCCD1	Vendor Customer Creation - Departments
VCCE1	Vendor Customer Creation - EFT
VCCG1	Vendor Customer Creation - GAO
VCCPZ1	Vendor Customer Creation - ProcureAZ
VCUST	Vendor/Customer
VCMD1	Vendor Customer Modification - Departments
VCME1	Vendor Customer Modification - EFT
VCMG1	Vendor Customer Modification - GAO
VCMPZ1	Vendor Customer Modification - ProcureAZ
VIR	Vendor Invoice Registry
VTH	Vendor Transaction History